



United Way
Southern Interior BC

Digital Communications Volunteer

Goal of the position:

Raise awareness of the big issues in our community and motivate people to get involved.

Scope of the position:

Depending on skill set and time allotted, key responsibilities could be updating website, creating monthly e-newsletter, social media scheduling and posts, creating key messages and content. Position can be fulfilled remotely or in-house.

Core responsibilities – will vary depending on time of year and staff resources:

Website updates

- ✚ Using Wordpress, adding and updating content for news and donor stories, adding and updating events and other editing.

Newsletter

- ✚ Using Mailchimp, lay out and completion of monthly United Way SIBC newsletter.

Social media:

- ✚ Creating, posting and scheduling social media posts on Facebook, Twitter, Volinspire and Linked In using a content repository and editorial calendar.

Commitment:

- ✚ 2 - 4 hours per week or if schedule permits, 1 day per week.
- ✚ Flexible time commitment
- ✚ Ideal for home-based, remote work.

Skills Required:

- Professionalism
- Willingness to advocate on behalf of the United Way
- Effective communicator and/or writing skills
- Creative and imaginative mindset

Together, we are possibility.

- Solid understanding of social media platforms
- Experience with Wordpress, Mailchimp and Microsoft Office suite ideal
- Familiarity with marketing/communications marketing channels.

Excellent opportunity to build communications skillset and enhance resume for a student, post-graduate or retired Marketing professional...anyone interested in giving back to your community!

Send resume with cover letter confirming your availability to:

Marianne@unitedwaycso.com

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