

Communications Media Volunteer

World Speaks is looking for an individual who through constant contact will send/create content for our quarterly newsletter, reminders for our giving days, and class announcements. The communications volunteer will also work with our Marketing Director by researching and organizing content for social media posts. There are occasionally events, if the individual is available to attend, where they will talk about World Speaks and its programming.

Skills

- A base knowledge/understanding of social media platforms of Instagram, Facebook, and LinkedIn.
- Strong writing skills.
- Knowledge or ability to learn the constant contact program.
- Communication Skills – can meet deadlines, clearly and effectively conveys and/or presents information verbally; shares ideas and perspectives and encourages others to do the same; writes in a clear concise and organized way.
- Interpersonal Skills – individual can present/share ideas on a one -on-one basis and in group settings.
- Individual will possess our four core values of Connectivity, Diversity, Transparency, and integrity.