
Communications Volunteer

Who we are looking for

- Knowledge and experience (or willingness to learn) using social media scheduling tools
- An eye for detail - editing, proofreading, and design
- A willingness to learn and understand Facebook analytics and build strategies to hit target levels of engagement

Required Tasks

- Update and maintain NSEN's social media presence, including scheduling Facebook updates
- Assist in planning, writing and managing monthly Newsletter
- Update the NSEN website when needed
- Attend 2 hr monthly board meetings and complete tasks as assigned
- Manage NSEN email inbox during required periods
- Collaborating with staff on new ideas, directions, and venues for marketing and communications
- Capacity to write and format letters, professional presentations, other documents in a manner that is clear and accessible to all
- Work with NSEN team to draft and implement overall communication strategy resulting increase in donations, members, and engagements online