



Responsibilities:

Community Engagement:

- Assist in developing strategies to engage our community of non-profit organizations, volunteers, and supporters.
- Participate in online community discussions, answer inquiries, and provide support through various channels, such as slack, social media, and email.
- Help create and share engaging content to foster interaction, knowledge-sharing, and collaboration within the community.
- Support the planning and organization of virtual events, including webinars, workshops, and networking sessions.

Marketing and Outreach:

- Collaborate with the marketing team to execute marketing campaigns aimed at raising awareness of our organization's mission, services, and impact.
- Contribute to the creation and sharing of compelling content, including emails and social media updates.
- Assist in researching potential partnership opportunities, influencers, and platforms to increase our visibility.

Communications:

- Help manage external inquiries, including responding to inquiries, media requests, and partnership opportunities, while effectively communicating our organization's objectives and initiatives.
- Support relationship-building efforts with external stakeholders, such as non-profit organizations, industry influencers, and designers.
- Monitor community feedback, trends, and metrics to provide insights and contribute to the optimization of community engagement strategies.

Requirements:

- Passionate about community engagement, non-profit work, and design.
- Excellent verbal and written communication skills, with the ability to adapt content for different platforms and audiences.
- Familiarity with social media platforms and online community management.
- Basic understanding of marketing principles and strategies.
- Strong organizational skills and the ability to manage multiple tasks effectively.
- Detail-oriented, self-motivated, and able to work independently.
- Willingness to contribute a few hours per week on a volunteer basis.
- Previous experience in community management, marketing, or communications (preferred but not required)