

Relief, Inc.

Remember Every Liberian Influences Enduring Freedom

Marketing & Social Media Volunteer – Job Description

The mission of Relief, Inc. We seek to reduce poverty worldwide, by providing immediate relief with life-saving donations and long term self-sufficiency through education.

Reports to: Relief, Inc. Founder/Executive Director

Hours: Five or more hours/week – flexible hours

Job Responsibilities: Volunteer(s) will support the Relief, Inc. Founder and the Executive Director. The Volunteer(s) will help RELIEF, INC staff with tasks related to social media, website, blog posting and tracking writing and/or multimedia capturing and posting.

Volunteers will assist RELIEF, INC in one or more of the following areas:

- Track Relief, Inc. social media activity on (Facebook, Instagram, LinkedIn, Twitter, Pinterest); make recommendations for Relief, Inc' s social media page
 - Under staff general guidance, implement social media recommendations on Relief, Inc. pages
- Research the viability of increasing social media activity (Facebook, Instagram, Twitter, Vimeo, etc.). With staff support, create and present immediate and long-term development plans, as appropriate, to achieve and maintain these presences.
- Create blog posts about topics relating to Relief, Inc. and the programs, benefits for each, needs, client stories, implementation, reviews, etc.
- Database work to send marketing materials to supporters, guest etc.
- Work with affiliate on programs campaigns for website.
- Create Relief, Inc.'s annual report

Skills, Education and Experience

- Desire to support the mission of Relief, Inc.
- Organizational and time management skills
- Excellent written and verbal communication
- Ability to work independently
- Database experience, social media experience, segmenting experience
- Hootsuite experience
- Good computer, internet research and typing skills
- Development experience or preference
- Excellent proofreading skills

- Willingness to learn about Relief, Inc., through attending programs, meeting volunteers, and working with U.S. and Liberia staff.

Ideal candidates must have an interest in or currently hold a position focused on social work, Relief, Inc., marketing, public affairs or nonprofit management and are able to commit a minimum of five or more hours/week.

The Position is not designed for running errands or completing office work, while these duties may be part of the larger, more directed learning experience.

Volunteers must supply a copy of current driver's license or School ID for identification purposes, all Volunteers are subject to a background check.

Applicants accepted on an ongoing basis. Please submit resume, cover letter along with your availability to volunteers@reliefinc.org