

Volunteer Liberia
Volunteer Communications Coordinator
This is an unpaid Virtual Volunteer/internship position.

We are looking for a part-time, entry-level volunteer/internship Communications Coordinator to assist with a variety of online communications. You will have to promote cutting-edge humanitarian and educational programs among global media and to develop innovative strategy to manage and improve global awareness for Volunteer Liberia. The position is available immediately. **This is an unpaid Virtual Volunteer/internship position.** Responsibilities include:

Job Responsibilities:

Contact volunteers to obtain/generate content

Foster and update media contacts and blogger list

Draft external communications including media alerts, press releases, newsletters, blogs

Maintain Social Media

Responsible to manage all communications between Volunteer Liberia and volunteers/interns and exchange students.

Assist with event marketing, market research, web development, and event publicity

Edit materials from the Volunteer Liberia Team

Create and distribute various communications and publications along with the Online Marketing Coordinator.

Assist the Online Marketing Coordinator in creating, managing and marketing Volunteer Liberia online programs like: facebook, twitter, Instagram, youtube etc

Work along with the Online Marketing Coordinator to Author monthly newsletter, “*Volunteer View*”

Based on the nature work, you shall work along with the Online Marketing Coordinator in order to have a synergistic effect in program implementation.

Other duties as assigned

Qualifications:

- Loves People
- Outstanding Communications Skills
- Believes in Volunteer Liberia vision and mission
- Creative, resourceful, confident, goal-oriented, and entrepreneurial
- Passion for international travel, different cultures, and making a difference in the world.

Benefits:

Gain experience working on an international team.

Work in a friendly and dedicated environment with regular and fun team-building activities.

Learn what it is like to work for an emerging organization with contagious energy!

Gain valuable and transferable skills.

Work closely and be mentored by experienced Managers.

Help build a non-governmental organization which will make an increasingly more positive impact in the world for many years to come.

Please send us a resume and a cover letter to info@volunteerliberia.org