



## Marketing Volunteer

We are looking for volunteers who can support with the marketing of our appeals, event planning and supporting the marketing team at Emmanuel House.

### **Main responsibility**

To assist with the marketing and promotion of Emmanuel House

### **Tasks**

The tasks that you might be asked to help with are:

Social media updates

Database management

Mail merges for appeals

Creating content for the website

Checking emails

Creating designs for appeals, newsletters etc.

### **When Required :**

Tuesday—Friday: 10 am—4.30pm

### **Skills and Qualifications :**

Some basic admin skills such as using a computer and a telephone are desirable, although training can be provided. Ability to deal effectively with customers and users of the drop-in are essential.

**Entitlements:** Reasonable travel costs are reimbursed.