

Position: Communications Volunteer

Hrs/week: 10

Location: Seattle, WA

Reports to: Development Director

Supporting Spark Northwest's growth, the Communications Volunteer is responsible for supporting the communications needs and activities of the organization.

Founded in 2001, Spark Northwest (formerly Northwest SEED) accelerates the shift to clean energy one community at a time. Through renewable energy projects and policy reform, Spark Northwest's programs make locally-controlled clean energy more accessible for all. Please visit sparknorthwest.org to learn more.

Persons of color, people with disabilities, veterans and LGBTQ candidates are strongly encouraged to apply.

RESPONSIBILITIES

Social Media

- Managing Spark Northwest social media accounts including Facebook, Twitter, and Instagram
- Crafting and staging social media posts
- Responding to social media engagement in a timely manner
- Ensuring fulfillment of sponsor benefits on social media
- Reviewing and tracking social media analytics

Email

- Writing, copy editing, and staging Spark Northwest Newsletters and Program Update Emails
- Reviewing email analytics and tracking donor engagement through emails

Website

- Regularly update the Spark Northwest calendar
- Ensure all website information is up to date
- Manage the Google for Nonprofits AdWords grant to direct traffic to the website

Other

- Additional duties as assigned

SKILLS, EXPERIENCE AND ABILITIES

The ideal candidate will have:

- Excellent written communication skills, with a focus on social media-style writing
- Excellent organizational skills and self-driven
- Experience with, or interest in learning, WordPress, vertical response and google AdWords
- Can commit to 3-4 months of volunteering

BENEFITS AND COMPENSATION

This volunteer position is an unpaid, part-time position. A minimum commitment of 10 hours per week, for a 3-month period is required, with a desired start date of October 1st, 2019 or earlier. Opportunities to network and gain hands-on experience working in the nonprofit sector with a team of clean energy experts.

TO APPLY



Position will remain open until filled. Please submit the following application materials to connect@sparknorthwest.org with the subject line: "Your Full Name, [Job Title]":

- A cover letter explaining how this position aligns with your previous experience and career goals
- A current resume with specific dates of employment (month/year)

No phone inquiries please.

Spark Northwest is an equal opportunity employer who does not discriminate against any employee or job applicant due to gender, race, color, religion, national origin, political ideology, age, marital status, disability, sexual orientation, gender identity, veteran or military status, or any other legally protected status. //Posted August 13, 2019.

