



Social Media & Digital Communications Volunteer

Position Overview

The Social Media & Digital Communications Volunteer helps support the nonprofit's outreach and communication efforts by assisting with social media content, flyers, and website updates. This role helps the organization share its mission, promote events, and keep the community informed through clear and engaging digital content.

Key Responsibilities

- Assist with creating and scheduling social media posts to promote programs, events, and organizational updates.
- Help design simple flyers, graphics, and promotional materials.
- Assist with updating website content such as event announcements, news, and program information.
- Help gather photos, stories, or content that highlights the nonprofit's impact.
- Proofread digital content to ensure clarity and consistency.
- Organize digital files such as images, templates, and marketing materials.
- Provide general communications support to staff and volunteers.

Qualifications

- Reliable and detail-oriented.
- Basic organizational and communication skills.
- Comfortable using computers and basic digital tools.
- Ability to follow instructions and complete assigned tasks.
- Positive attitude and willingness to help.

Preferred (but not required)

- Experience with social media platforms (such as Facebook, Instagram, or LinkedIn).
- Basic graphic design skills using tools such as Canva or similar programs.
- Familiarity with website editing or content management systems.
- Completion of **ASW training**.

Benefits of Volunteering

- Gain experience in nonprofit communications and digital outreach.
- Build skills in social media, graphic design, and website content.
- Flexible schedule options.
- Opportunity to support a meaningful community mission.
- Volunteer service hours and references (if applicable).