



## Digital Media Volunteer - Newsletter Job Description

### Position Description Summary:

The Digital Media Volunteer will support Won By One To Jamaica's Marketing Team by creating content for monthly/bimonthly newsletters. The Digital Media Volunteer will assist in content development, design, and publishing of newsletters using digital marketing tools.

### Position Qualifications and Requirements:

- Experience using email marketing platforms, such as Constant Contact, preferred, or willing to learn
- Excellent writing and editing skills
- High level of organizational skills, attention to detail, and ability to meet deadlines
- Ability to work as part of a team as well as independently
- Ability to follow through on commitments and designated responsibilities
- Ability to navigate Google Suite

### Authority and Accountability:

The Digital Media Volunteer is selected by the Marketing Team and is delegated sufficient authority to accomplish the duties, responsibilities, goals, and objectives that have been established for the functional position of Digital Media Volunteer.

The individual occupying the functional position of Digital Media Volunteer shall be accountable to the Trip Coordinator and U.S. Development Coordinator.

### Essential Duties and Responsibilities:

- Highlight Won By One To Jamaica's current activities and events in monthly/bimonthly newsletters
- Organize, write, and edit content for monthly/bimonthly newsletters
- Minor photo editing and manipulation for newsletters
- Adhere to Won By One To Jamaica's branding, themes, and graphic guidelines
- Submit newsletter draft to Trip Coordinator and/or U.S. Development Coordinator for approval prior to publication deadline
- Update organization's Linktree account with the current newsletter after it has been sent out
- Attend and participate in monthly, virtual marketing planning meetings with Marketing Team
- Adhere to Won By One To Jamaica's policies, volunteer guidelines, and mission statement
- Carry out assigned tasks in a timely manner
- Complete other assignments or projects related to the role, as determined by the Marketing Team