



EAST BAY MEDITATION CENTER

Volunteer Position Description Email Outreach Assistant

Position Overview & Purpose:

The Email Outreach Assistant is responsible for drafting the emails to publicize EBMC events and programs via html email newsletters. The internet is the primary route used for publicizing EBMC programs, and is therefore critical to the successful growth of the EBMC.

Desired Skills/Experience/Qualifications

Experience and ease with computers, email and html newsletters. (Experience with ConstantContact.com is helpful, but training can be provided.)

Tasks

- ▲ Receive (by email) and collect (from the EBMC and other websites) electronic files containing descriptions of upcoming and ongoing EBMC programs. - Compose a draft email on the ConstantContact.com website to publicize either an individual upcoming EBMC event or program, or a summary of upcoming and ongoing EBMC events and programs. - Send the draft email to oneself, and to the EBMC contact person, to check accuracy, and solicit feedback. - Edit the draft email based on feedback received, and prepare the final version of the weekly email.

Time Commitment & Schedule:

Approx 8 – 10 hours / month. Flexible schedule.

Location:

This position can be performed from the volunteer's home or anywhere with computer and Internet access.

Training Available/Provided

Training on CiviCRM will be provided

Contact:

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