

East Bay Meditation Center
"A Diverse Community Sharing Wisdom Teachings and Social Engagement"

Volunteer Position Description

Position Title: Email Outreach Coordinator

Updated: July 5, 2008

Position Overview and Purpose: The Email Outreach Coordinator is responsible for publicizing EBMC events and programs via internet-accessible routes. 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 web technologies. (Experience with ConstantContact.com is helpful, but training can be provided.)

Weekly Position Tasks:

- Receive (by email) and collect (from the EBMC and other websites) electronic files containing descriptions of upcoming and ongoing EBMC programs.
- Compose a test email each week 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 test email to oneself, and to the EBMC contact person, to check accuracy, and solicit feedback.
- Edit the test email based on feedback received, and prepare the final version of the weekly email.

Estimated Weekly Time Commitment: 1-2 hours/week

Work Schedule & Arrangements: Flexible. Weekly work schedule to be arranged in consultation with the EBMC contact person. Preferably the same day each week.

Work Location: This position can be performed from the volunteer's home, workplace, or anywhere where they have internet access.

Training Available/Provided: The EBMC Contact Person will provide initial training by phone on the use of the ConstantContact.com website, if needed.

Resources Available: The EBMC ConstantContact.com account.

Position Duration: July or August, 2007 through June 30, 2008. Renewable.

EBMC Contact Person and Contact Information: David Foecke, EBMC Leadership
Sangha Member, admin@eastbaymeditation.org.