

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

## **Volunteer Position Description**

### **Position Title: Email Outreach Coordinator**

Updated: Jan. 15, 2009

**Position Overview and Purpose:** The Email Outreach Coordinator is responsible for drafting the emails to publicize EBMC events and programs via email 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 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.

**Estimated Weekly Time Commitment:** 1-2 hours/week

**Work Schedule & Arrangements:** Flexible. Work schedule to be arranged in consultation with the EBMC contact person.

**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 on the use of the ConstantContact.com website, if needed.

**Resources Available:** The EBMC ConstantContact.com account.

**Position Duration:** Six Months. Renewable.

**EBMC Contact Person and Contact Information:** David Foecke, EBMC Leadership  
Sangha Member, [admin@eastbaymeditation.org](mailto:admin@eastbaymeditation.org).