

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

## **Volunteer Position Description**

### **Position Title: Web Outreach Coordinator**

Updated: July 8, 2008

**Position Overview and Purpose:** The Web Outreach Coordinator is responsible for publicizing EBMC events and programs via internet-accessible routes (other than direct emailing to the EBMC email list) and via community publications.

**Desired Skills/Experience/Qualifications:** Experience and ease with computers, email and web technologies.

**Weekly Position Tasks:**

- Receive (by email) and collect (from the EBMC and other websites) electronic files containing descriptions of upcoming and ongoing EBMC programs.
- Post information about upcoming and ongoing EBMC programs on listserves, and electronic bulletin boards, in consultation with the EBMC Contact Person.
- Send notice of upcoming EBMC programs to community publications that accept submission of announcements of community events.
- Research and collect information about appropriate listserves (e.g. yahoo! groups), or electronic bulletin boards (e.g. craigslist) on which it might be appropriate to post some or all upcoming and ongoing EBMC event and program listings.
- Research and compile email contact information for community groups that might be appropriate to add to the EBMC email list, with special emphasis on organizations serving communities of color, the LGBTQ community, and other traditionally underserved communities.
- Forward those email addresses to the EBMC Contact Person.

**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.

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

**Training Available/Provided:** Volunteer should be already trained in skills.

**Resources Available:** Computer terminal is available for use at EBMC, if necessary.

**Position Duration:** One year. Renewable.

EBMC Contact Person and Contact Information: David Foecke, EBMC Leadership  
Sangha member, [eastbaymeditation@yahoo.com](mailto:eastbaymeditation@yahoo.com)