**Position Description**

**MAVA Overview:**

The Minnesota Association for Volunteer Administration (MAVA) connects, educates, strengthens and advocates for volunteer engagement leaders and their organizations to positively impact communities*.* MAVA has over 700 members statewide. MAVA works to build capacity for hundreds of organizations and government entities. MAVA seeks to benefit from diversity of volunteer backgrounds, skill sets and knowledge base.

**Position:** Communications and Design Coordinator (volunteer)

**Purpose of Position:** This position is responsible for creating communications content and executing ongoing communications activities including email communications, social media, and website editing.

**Accountable To:** Program and Operations Manager

**Responsibilities:**

* Collaborate with Program and Operations Manager to develop content for social media, email communications, and monthly member e-newsletter
* Post content on social media platforms including Facebook, Twitter, and LinkedIn
* Create and schedule e-blasts
* Evaluate and reimagine current member e-newsletter platform
* Produce and schedule monthly member e-newsletter
* Update communications materials with new logo and branding

**Skills needed:**

* Experience with social media platforms (Facebook, Twitter, and LinkedIn), web editing, and HTML
* Effective communicator, bother written and oral
* Proactive and organized
* Strong writing and editing skills
* Interest in nonprofits or the field of volunteer engagement

**Benefits:**

* Build your communications portfolio
* Use your creativity to promote volunteerism across Minnesota
* Free MAVA membership while volunteering, including discounts on MAVA-sponsored events. Visit <www.mavanetwork.org/membership> for membership benefits.
* Transportation stipends may be available
* Work remotely; some work from MAVA office may be needed

**Time commitment:** Approximately 5 hours/week

**People of Color are encouraged to apply.**

**Send resume and/or letter of interest to** [**kbulman@mavanetwork.org**](mailto:kbulman@mavanetwork.org)