

Volunteer Job Description

Title: E-Blast Management
Report to: Office Manager/ED
Trained by: Office Manager/ED
Shift: 4-5 hours weekly (or more based on need)
Schedule: Daily updates. E-Blast sent each Thursday by 2pm
Minimum Commitment: 6 months

Job Summary: Consolidate information from various sources on LGBTIQQ events, news, and meetings at The Diversity Center and in the greater Santa Cruz County Area. (Some information will be based in the Greater Bay Area or nationally) and send to the DC emailing list.

Duties and Responsibilities

- Check Eblast@diversitycenter.org daily for information to list on E-Blast (DC staff will forward items)
- Enter items in E-Blast format (per additional training) in date order.
- E-Blast should be completed and ready to send out weekly each Thursday by 2:00pm
- Send E-Blast to pst_news@diversitycenter.org
- Log onto to http://lists.diversitycenter.org/mailman/admin/pst_News
- “Tend to pending moderator requests”
- Submit/Approved pending E-Blast. (This will release E-Blast to list)

Knowledge, Skills, Equipment and Abilities

- Web/E-mail access
- E-mail formatting
- Web search experience
- Great written and grammatical skills
- Ability to work with last minute revisions at deadline
- Ability to communicate with all levels of the organization as well as the general public
- Positive attitude and good work ethic.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.