

Volunteer Job Description

Title: Triangle Speakers Online Promoter
Report to: Triangle Speakers Coordinator
Trained By: Triangle Speakers Coordinator
Shift: 2-5 hours per week
Schedule: 9am to 6pm, Monday through Friday
Minimum Commitment: 3 months

Job Summary: Under the supervision of the Triangle Speakers coordinator, help to keep a visible online presence; also work on recruitment of new Triangle Speakers using social networking sites.

Duties and Responsibilities

- Monthly one-hour check-in with program coordinator.
- Promote program by updating event listings, sending messages and making friends through online social networks/websites.

Knowledge, Skills, and Abilities

- Ability to use social networking sites (e.g. myspace, facebook)
- Ability to adhere to and positively promote program standards
- Detail oriented
- Able to work independently and set priorities