



VOLUNTEER POSITION

Newsletter Coordinator

Reports to: Development & Operations Manager

Time Commitment:

This is a position that can primarily be done from the comfort of your own home. The time commitment varies, but the average is 5 hours per month. We are asking for at least a 6 month commitment of this position.

Duties:

- Creates & sends our monthly newsletter in MailChimp
- Works with other staff members & volunteers to collect important content for the newsletter
- Pulls monthly data from adoption contracts in Petestablished to add new subscribers into MailChimp

Qualifications:

- Must have a love for animals and a passion for making a difference!
- Comfortable with technology & learning new programs
- Attention to detail
- Comfortable with grammar and editing skills
- MailChimp experience is a plus

Additional Information:

We have a lot of goals and plans for this year and providing quality updates to our supporters is going to be extremely important. We are expecting our Newsletter Coordinator to provide timely & quality newsletters like a paid position. We are hoping that you can help us in achieving our goals and making a BIG difference in the lives of homeless pets!

If you are interested in this volunteer position, please email info@demisanimalrescue.com letting us know why you are interested and why you feel you would be a good fit.