



SUPPORTING WOMEN IN THE COMMUNITY

ADMIN/MEDIA VOLUNTEER – ROLE DESCRIPTION

Overview

Amal Women Association is looking for a motivated and creative individual who is interested in gaining significant hands-on experience and developing skills in the areas of administration, communications, and public relations.

Volunteer will be overseeing all administration aspects of working with volunteers in Amal Women's Association (Amal) in collaboration with the coordinator of the organisation.

You will be responsible for spreading AMAL's message by growing our online communities, participate in discussions happening on social media and grow AMAL's presence on social media. And support the organisation to communicate with key stakeholders and with women who use our service. Due to the current restrictions it is expected that you will be working from home for the foreseeable future.

Role description

- Manage the everyday communications within the organisation, monitoring the organisations email, responding to queries and directing communications to the correct person in the organisation.
- Building the organisations presence and profile on social media.
- Develop a social media policy for the organisation.
- Support other Amal staff and volunteers with communications strategies for their programmes and events.
- Using Mailchimp to periodically engage with our stakeholders to support our external relationships.
- Lead on the production of the organisations quarterly newsletter.
- Support the project coordinator with the production of reports, presentations and case studies internally and externally.
- Assist the project coordinator in the maintenance of records for each of the programmes run by the organisation, upholding the greatest levels of confidentiality.
- Periodically update the organisations website.
- Support the Coordinator/Secretary in various tasks when needed and appropriate.

Person specification

Knowledge & Experience

- . Demonstrated ability and activity on various social media platforms (Facebook, Twitter, Instagram etc.) an asset.
- . Content management experience for a website is desirable.
- . Commitment to social justice and the realisation of rights for women is essential.
- . Experience of working in a multicultural, diverse environment.

Skills

- . Excellent IT skills.
- . Excellent communication skills.
- . Good organization and time management skill; able to juggle multiple social projects at the same time.
- . Good understanding of social media trends, and able to stay on top of current trends.
- . Ability to work under pressure and to tight deadlines.
- . Basic design skills would be advantageous.
- . Record keeping.
- . Evaluation.

Personal qualities

- . Commitment to the advancement of Muslim women's rights.
- . Well organized.
- . Team player with a strong ability to work independently.
- . Confident.
- . Creative
- . Open-minded and eager to learn.
- . Positive and can-do attitude.
- . People's person.