



---

## POSITION DESCRIPTION - Volunteer Marketing Assistant

<b>Date:</b>	July 2023
<b>Industry:</b>	Not-for-profit
<b>Location:</b>	Global/Remote
<b>Employment Type:</b>	Part-time
<b>Reports to:</b>	Director of Marketing & Communications
<b>Website:</b>	<a href="http://umbrellaalliance.org">http://umbrellaalliance.org</a>

### The Organisation

Umbrella Alliance is a global not-for-profit organisation and are seeking a talented and passionate marketing assistant to join our team as a volunteer.

Our Mission is to build a community-led social enterprise that is an agent for advocacy, change, equity, and sustainability for the neurodivergent population and our allies.

The ideal candidate will have experience in basic website management, digital marketing, and some content creation. This is a remote position that can be done from anywhere in the world.

### Marketing Assistant Duties and Responsibilities

- Assist with the implementation of marketing strategies to promote the organisation's mission
- Assist with social media accounts, including creating and scheduling posts
- Update content on the UA wordpress website
- Collaborate with other departments to ensure consistent branding across all materials
- Assist with management of the UA CRM
- Monitor and analyse the effectiveness of marketing campaigns
- Assist with planning and executing events or fundraising activities as needed

### Experience

- Experience with WordPress CMS website - Elementor desirable
- Some experience/exposure to social media management, content creation, email marketing or related field is desirable
- Good communication skills - both written and verbal
- Strong organisational skills with attention to detail
- Ability to work independently with minimal supervision
- Passionate about the organisation's mission



---

This is an excellent opportunity for someone looking to gain valuable experience in digital marketing and the NFP niche, while making a difference. If you are passionate about our mission, we encourage you to apply.

**Contact:** Ruth Farrell, [office@umbrellaalliance.org](mailto:office@umbrellaalliance.org)

**Website:** [umbrellaalliance.org](http://umbrellaalliance.org)

**Position Description:** <https://www.volunteermatch.org/search/org1235359.jsp>

**Read our Mission Vision & Values -** <https://www.umbrellaalliance.org/about>