



Volunteer Position Description

Assignment Title: Core Volunteer – Communications

Supervisor and Department: Christy Stickney, National Director of Habitat for Humanity Nepal

Purpose or Overview:

Habitat Metro Denver seeks a part-time volunteer to provide remote support to Habitat Nepal in developing compelling communications outputs targeting international audiences.

Major Responsibilities:

This volunteer will work with Habitat’s staff in Nepal on activities such as the following:

- Produce and edit written material to be posted on Habitat Nepal’s website, social media, reports (annual, occasional), and emails to the donor/supporter mailing list.
- Support design and implementation of special communications campaigns or appeals.
- Provide feedback and suggestions on Habitat Nepal’s communications strategies to international donors and supporters.
- Support the analysis and research of current market trends to provide direction for the communications and marketing initiatives.

Time Commitment:

10-15 hours/week (flexible schedule)

Requirements:

- Extensive experience in writing clear and inspiring articles and stories with published evidence of work
- Familiarity with international contexts and third world realities (desired)
- Ability to work independently with long-distance supervision
- Personal computer with Microsoft Word and Skype (at a minimum), PowerPoint, Publisher, and InDesign (desired)
 - Or ability to come to the Habitat Metro Denver office

Training:

- Training and orientation will be provided virtually
- Potential for travel to Nepal for additional training

Service Location:

Work from the comfort of your own home or at the Habitat Metro Denver office.

Impact:

Guaranteed sense of satisfaction for this highly rewarding work!