



Marketing Assistant

Team

Marketing and Fundraising

Responsibilities

- Assisting NWT marketing staff in the planning and delivery of various marketing and fundraising tasks such as promoting events (online and through social media) and the corporate programme
- Designing and proofreading leaflets and articles
- Helping with the website and social media (Facebook, Twitter, Instagram)
- Helping with membership
- Mailing
- Research and resource preparation

Existing skills and experience needed

Essential or desirable

Computer literate (programmes such as excel, word)	Essential
Comfortable with the internet and social media	Essential
Experience of fundraising	Desirable
Experience of working in an office environment	Desirable
Have undergone risk assessment and health and safety training	Desirable

Skills development offered

- Training in relevant health and safety policies and codes of practice
- Training in fundraising and marketing techniques
- Opportunity to attend volunteer training events offered by NWT
- Opportunity to build environmental marketing experience for career development

Support available

- Vehicle mileage and public transport costs will be reimbursed

Time commitment needed

From 0.5 day per week.

Any other relevant information

- NWT operates a comprehensive Health and Safety policy that all volunteers are required to adhere to
- Tea and coffee are available

