

# Friends of Ottawa National Wildlife Refuge

## Social Media Volunteer

### Job Description

Friends of Ottawa National Wildlife Refuge (FONWR), a 501(c)(3) nonprofit corporation located in Oak Harbor, Ohio is seeking a volunteer who shares our passion for engaging the FONWR members and the public in increasing conservation knowledge and awareness with a focus on the Ottawa National Wildlife Refuge Complex and the FONWR.

### **JOB TITLE**

Social Media Volunteer

### **LEVEL**

Assistant

### **ACCOUNTABILITY**

Reports to the Executive Director. Works with Board Marketing Champion.

### **TIME COMMITMENT**

Flexible based on volunteer availability. Flexibility must meet established deadlines for certain social media releases. Approximately 2 to 4 hours per month.

### **JOB SUMMARY**

Assist with informing the FONWR members and public about conservation in general and the Refuge Complex and FONWR in particular

### **DUTIES AND RESPONSIBILITIES**

Specific duties include:

- Updating FONWR Facebook, Twitter and Blog accounts with current information about the Refuge and the FONWR
- Taking pictures on the Refuge for use in social media
- Other duties as agreed upon by the Executive Director and the volunteer

### **SKILLS NEEDED**

- Basic understanding of using social media to communicate with FONWR members and the public
- Good interaction skills

### **INTER-RELATIONSHIPS**

Contact with FONWR staff, FONWR members and the public

### **WORKING CONDITIONS**

- All of the work can be performed off-site with internet access.

- Periodic visitation to the Refuge for photography and inspiration.

### **COMPENSATION**

- Pleasure in increasing the conservation knowledge and awareness of FONWR members and the public
- Utilizing and improving personal skills to promote conservation in general and the Refuge in particular
- Interaction with staff and other volunteers who are committed to making the Ottawa National Wildlife Refuge a premier stopping point for visitors

### **NEEDED ATTRIBUTES**

- Ability to communicate effectively, both verbally and non-verbally
- Ability to work effectively with others
- Ability to social media in communicating with FONWR members and the public
- Ability to demonstrate respect for natural resources

### **CONTACT**

For more information or to express interest in being a Social Media Volunteer, please contact:

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