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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