

EVS Role Descriptions with YMCA Bournemouth

The Marketing Department

Start Date 1ST March 2018 – Completion Date 5th September 2018*

**These dates can be negotiated before you sign the Volunteer Agreement*

YMCA Bournemouth's marketing department promote the work of the organisation through events and media publications as well as fundraising for work within the association.

The main activities will include:

- Supporting staff in the planning and delivery of YMCA fundraising and promotional events, throughout the sixth month duration.
- Supporting staff in the development of marketing material for the fundraising and promotional events.
- Assisting with administrative tasks within the office.
- Updating social media outlets to promote the work of the organisation (Facebook, Twitter and Instagram).
- Contributing to marketing/fundraising meetings.
- Support in creating and editing photo and video materials at YMCA Bournemouth events and activities.
- Assisting in the updating and monitoring of the YMCA Website.
- This role will mainly take place over five days from 09.00 to 5pm but may include occasional evenings and weekends.