



## VOULNTEER/INTERNSHIP 2020

### **Primary Responsibilities**

(can be just administrative and/or social media focused)

#### Administrative

- Maintain the *Snapdragon Journal* website (adding contributors and members on an ongoing basis)
- Maintain our Excel lists, which includes subscribers, members, and contributors
- Maintain/organize our lists in MailChimp
- Assist Publisher in developing other offerings for members
- Assist with managing, when available, our Zoom “art & healing popups,” the “virtual grieving circle,” and other remote events
- “Other duties as assigned” (may be called upon to assist editors and Publisher with various other projects, including that of The Word Project)

#### Social Media

- Create social media posts using photos and text to promote our writers and photographers (Twitter, FB, IG)
  - Suggest other organizations to cross promote
- Create “call for submissions” post we can use throughout the year
- Create social media calendar
- Promote the journal and blog (increase visibility and numbers of contributors, members, and subscribers)

### **Work Conditions**

- Must be able to work independently
- Must have access to Internet and email
- Must have own computer and workspace

### **Candidate Profile**

- Must be reliable, efficient and proficient
- Must keep information confidential

- Has solid knowledge and use of grammar, writing, and proofreading
- Experience creating posts using Canva or other photo making software
- Needs to be computer savvy – understands Word & Excel
- Quick to complete assignments correctly
- Good sense of humor
- Can work with little daily oversight

This is an unpaid volunteer position that provides experience in the administrative side of publishing and marketing. If you need an internship for school, we are happy to work with you to obtain the hours. For more about *Snapdragon: A Journal of Art & Healing* visit [snapdragonjournal.com](http://snapdragonjournal.com), a publication of The Word Project ([poetryheals.com](http://poetryheals.com)),

Contact [Jacinta.white@poetryheals.com](mailto:Jacinta.white@poetryheals.com) with resume and cover letter, if interested.