



Volunteer Job Description

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| Job Title: | MailChimp/Email Expert |
| Department: | Marketing and Communications |
| Location: | Virtual |
| Time Required: | 5 hours/week |

Job Description

Position overview:

Asante Africa Foundation is seeking a Professional Email Marketer who is well versed in MailChimp and Salesforce tools. Candidate must have experience creating contact lists and exporting contacts in MailChimp, along with working with contacts in Salesforce.

Duties and Responsibilities include, but not limited to:

- Export updated contacts from SalesForce on a bi-monthly basis to MailChimp.
- Organize mailing lists in MailChimp.
- Remove contacts and unsubscribes from the list.
- Assist Marketing team by preparing contact lists for email communication (Weekly or bi-weekly, as needed).
- Writing skills and other marketing experience, a plus.

Qualifications:

- Broad knowledge and experience in MailChimp and Salesforce.
- A certificate/degree in related area is a must.
- Preferred 1-3 years of experience in related field.
- Experience in excellent writing and communication skills.
- Must be a team player.
- Must possess strong organizational, time management, and prioritization abilities.
- Must be professional and detail oriented.



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| ASANTE VOLUNTEER POSITION NOTES: | | | |
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| <p>To be successful as a member of the Asante Africa Foundation team, you will also:</p> <p>Have a passion for our mission and a strong desire to impact an up-and-coming non-profit organization</p> <p>Be an innovative and creative thinker - you are not afraid to try something new and inspire others to do so</p> <p>Have a very high level of personal and professional integrity and trustworthiness</p> <p>Have a strong work ethic, take initiative, and require minimal direction</p> <p>Work well independently as well as part of a team</p> <p>Thrive in a fast-paced and fun environment</p> | | | |
| <p>Benefits:</p> <p>Directly impact Asante Africa's efforts to fund education-related projects that enhance knowledge, skills, and opportunities for hundreds of children in East Africa</p> <p>Be part of a highly-motivated nonprofit organization run entirely by volunteers</p> <p>Gain insight into the day-to-day operations of a nimble, results-orientated, high-growth nonprofit organization</p> <p>Have the opportunity to see your ideas and contributions implemented</p> <p>Build your resume and gain references for future employment opportunities</p> | | | |
| <p>Compensation:</p> <p>This is an unpaid, volunteer position.</p> <p>The position is part-time with an expectation of 5 hours of work per week.</p> | | | |
| Owner: | Soumya Radhakrishnan | Date: | October 27, 2018 |