



Volunteer Job Description

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:

To be successful as a member of the Asante Africa Foundation team, you will also:

Have a passion for our mission and a strong desire to impact an up-and-coming non-profit organization

Be an innovative and creative thinker - you are not afraid to try something new and inspire others to do so

Have a very high level of personal and professional integrity and trustworthiness

Have a strong work ethic, take initiative, and require minimal direction

Work well independently as well as part of a team

Thrive in a fast-paced and fun environment

Benefits:

Directly impact Asante Africa's efforts to fund education-related projects that enhance knowledge, skills, and opportunities for hundreds of children in East Africa

Be part of a highly-motivated nonprofit organization run entirely by volunteers

Gain insight into the day-to-day operations of a nimble, results-orientated, high-growth nonprofit organization

Have the opportunity to see your ideas and contributions implemented

Build your resume and gain references for future employment opportunities

Compensation:

This is an unpaid, volunteer position.

The position is part-time with an expectation of 5 hours of work per week.