

Natural Disasters Communications Coordinator

Location: Home based via website, email and occasional telephone calls.

Hours: 1hr to 5hrs a week depending on the NDA volunteering needs.

Salary: Volunteer position

We are seeking an enthusiastic and self-motivated Communications Coordinator who will manage the online and offline presence of the NDA.

The role involves ensuring the most up-to-date content is available for visitors to the site by managing other NDA volunteers to write Natural Disaster reports and making sure the best information is available via our website, blog and social media sites.

They will work closely with all departments within the NDA.

Duties include:

- Manage Communication Team of volunteers
- Manage NDA social media outlets
- Manage with Website & Marketing the NDA Blog
- Making sure all disasters are being covered and reported correctly

Skills

Essential

Excellent written and communication skills

Excellent Organisational skills

Ability to manage people and work as part of a small team

Excellent knowledge of Social Media and Web

Knowledge in Natural Hazards and Disasters

Desirable

Experience in journalism

Please email a CV with a covering note to info@n-d-a.org

We happily take on students with little to no work experience.

Closing Date: 18th December 2013