

## **EVS Role Descriptions with YMCA Bournemouth**

### **The Marketing Department** (2 volunteers opportunities available)

*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:

- Support in planning and delivering YMCA fundraising and promotional events.
- Contributing to marketing/fundraising meetings
- Help in producing promotional materials: magazines, posters, videos, etc
- Updating social media outlets to promote the work of the organisation (Facebook, Twitter, Instagram).
- Update and monitor our YMCA Website.
- Help in creating press releases for local and national media about the work of YMCA Bournemouth.
- Support in creating and editing photo and video materials at YMCA Bournemouth events and activities.
- Assisting with administrative tasks within the office. This may include updating of data- bases, monitoring outcomes and research.
- To work alongside other team members to recruit volunteers from Bournemouth University and other sources
- To assist staff to plan marketing programmes for the following year.