



Mission:

EYEJ drives social justice reform by empowering young people to advocate for change.

Vision:

An equitable and inclusive world.

EYEJ empowers young people to be advocates for change through YODJ: Youth Online Discussing Justice and its Youth Council. The EYEJ community includes 900 diverse adult members, donors, allies and organizations who engage with and learn about social justice issues through dialogue with over 1,600 young people and participation in programs such as EYEJ Speaks and town halls.

POSITION DETAILS:

- Job Title: Digital Production Assistant Volunteer
- Immediate Supervisor: EYEJ Marketing Lead
- Time: 3-6 Mos. 10 Hours a week.
- Location: Virtual role
- Minimum Degree Required: AA, AS minimum
- Experience Required: 2-3 years minimum
- Primary Objective: To identify needs of the organization and spread messaging around what is needed and create and cultivate new relationships and partnerships. Ideal for college students seeking to gain marketing experience

VOLUNTEER SUMMARY:

- EYEJ is seeking a Digital Production Assistant to help us with our virtual program entitle EYEJ Speaks.
 - The Facebook Live program is a weekly series that highlights the social justice work of EYEJ.
- The program is featured on Facebook and is promoted on Facebook, Twitter, Instagram and YouTube.
- We are looking for a detail-oriented person to manage the program's pre- and production work. This is a great opportunity for someone looking to build their digital marketing experience and production experience while networking with a world class team of marketers, content experts, and digital designers.

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QUALIFICATIONS:

- Volunteers should be passionate about digital marketing, has a strong desire to master project management methodologies, and gain working knowledge of emerging technologies.
- Excellent written and verbal communication skills; ability to prioritize evolving tasks.
- Self-motivated and works well independently, as well as collaborates favorably in a team environment.
- Creative and strategic thinker
- Experience using task-oriented software (Word, PowerPoint, Excel, etc.) a plus

DUTIES:

- Serve as the organizational lead to secure program moderators and speakers for the program and to acquire collateral including social media handles, headshots, bios, organizational affiliation Responsible for coordinating shooting schedule for each topic and ensuring EYEJ staff is available to tape programs.
- Be on hand for the day of the filming to ensure all participants have arrived and that the technical team is prepared to tape the show; You should be prepared to stay for the entire time of the taping.
- Create social media toolkits for each of the programs that can be used by internal stakeholders and by event panelists.
- Send information about the date and time of program airing.
- Also, share with them the SM toolkit that they can use to promote the event on their channels.
- Work with EYEJ staff to ensure that donors and key stakeholders are invited to attend the EYEJ Speaks program.

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BENEFITS:

- Ability to shape the EYEJ foundation and company culture with your efforts.
- Ability to partner with the executive director; in this role, you'll be working daily with senior leadership.
- Working with a strong team that is committed to the EYEJ mission and driven to furthering its objectives while also creating a fun workplace that promotes self-care.
- Fully virtual position, with flexible schedules.
- Opportunity to build marketing skills including but not limited to content creation, social media marketing, and email marketing.
- Great volunteer opportunity for college students or recent graduates looking to build their marketing experience.

TECHNOLOGY REQUIREMENTS:

- Excellent in Microsoft Word, Excel, PowerPoint, Google Drive/Google Docs
- Experience with Social Media (Facebook, LinkedIn, Instagram, Twitter)
- Experience with Slack and Trello preferred

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**Please send cover letter and resume to EYEJ @ hello@eyej.org
Hiring is between January to February**