

# Volunteer Position Description



NTC at Liberty Station  
2750 Historic Decatur Rd. Studio 103  
San Diego, CA 92106

**Position Title:** Communication Associate

**Position Description:** Outside the Lens is seeking communication associate volunteers to help strategize and coordinate our marketing and social media presence. The volunteer will follow the general direction of the volunteer coordinator and OTL staff, but will mostly work independently.

**Benefits:** Volunteers will be able to gain hands-on experience in managing social media, implementing marketing strategies, and engaging community members. Volunteers will also become part of a larger network of professional photographers/videographers and have multiple opportunities to build their connections. Lastly, volunteers will increase their understanding of non-profit organizations. If you are a college student seeking internship credit, arrangements can be made with your school.

## Responsibilities

- Help manage social media presence on Facebook, Twitter, Word Press, or Instagram
- Update blogs and statuses related to photography and video techniques and stories
- Coordinate digital marketing strategies to engage community members
- Devise and execute promotion techniques to spread the word about our organization
- Ensure that all policies and procedures are met

## Qualifications

- Experience using social media tools including Facebook, Twitter, Word Press, and/or Instagram
- Experience in public relations and marketing
- Experience and willingness to work with people from various backgrounds
- High sense of initiative
- Strong communication skills
- Dependable, adaptable, flexible, and punctual
- Possess strong interpersonal skills
- Open availabilities during weekdays and/or weekends
- Self-motivated and able to work well with little supervision
- Complete a volunteer application
- Able to complete orientation and training specific to volunteer position

**Equipment:** Outside the Lens provides all electronic equipment and materials for communications

**Time Commitment:** Flexible depending on volunteer's schedule

**Location:** OTL Media Lab, 2750 Historic Decatur Rd – Barracks 15, Suite 103, San Diego, Ca, 92106

**Contact:** Kristian Castro, Volunteer Coordinator, email [volunteer@outsidethelens.org](mailto:volunteer@outsidethelens.org)

**How to apply:** Learn more information about our organization at [outsidethelens.org](http://outsidethelens.org). Please submit all completed applications to our volunteer coordinator, Kristian Castro, at [volunteer@outsidethelens.org](mailto:volunteer@outsidethelens.org). You will be contacted within two weeks upon submission.

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Outside the Lens is a 501 (c)(3) nonprofit organization.