Position Descriptions

Program Coordinator Assistant

As a program assistant for the H.O.N.E.Y Project, your primary responsibility will be to assist with the creation, revision, and data collection/analysis of current and developing projects.

**Specific duties include, but are not limited to:**

* Work with Program Director with program creation and implementation
* Collect data on program effectiveness/satisfaction and evaluate results
* Proofreading programs

**Position Details**

* 10-20 hours/month. The position is unpaid, but there will be opportunities for networking and professional development.
* Minimum commitment of four months required.

**Qualifications**

* Education or experience with developing and teaching elementary education curriculum preferred. However, any motivated candidate willing to learn by experience, is welcomed.

**Skills/Abilities:**

* The qualified candidate will have excellent writing, verbal, proofreading, editing, and organizational skills. Ideal candidates will also be flexible team players, self-motivated and detail- oriented individual with strong interpersonal skills, ability to prioritize and work well under deadlines. Computer aptitude and Microsoft Office experience required.

**Benefits:**

* Opportunity to stretch your skills and be a key player in a small organization in several critical communications areas. Enjoy a fun, flexible work environment where you can see the difference you are making every day.

Social Media Coordinator

As the social media coordinator for The H.O.N.E.Y Project, your primary responsibility will be to assist with the creation, execution and maintenance of social media strategies and tactics, website content development and search engine optimization.

**Specific duties include, but are not limited to:**

* Assist in the overall development and improvement of the H.O.N.E.Y Project website
* Write and develop web content
* Write and distribute monthly E-newsletter to H.O.N.E.Y Project friends and donors
* Collaboratively develop social media strategy
* Recruit followers on Instagram and fans on Facebook
* Compose regular tweets for Twitter, posts on Facebook/ Instagram, regular updates to our blog

**Position Details:**

* 10-20 hours/month. The position is unpaid, but there will be opportunities for networking and professional development.
* Minimum commitment of four months required.

**Qualifications:**

* Education or experience with creation of content, or managing social media accounts is preferred. However, any motivated candidate willing to learn by experience, is welcomed.

**Skills/Abilities:**

* The qualified candidate will have excellent writing, verbal, proofreading, editing, and organizational skills. Ideal candidates will also be flexible team players, self-motivated and detail- oriented individual with strong interpersonal skills, ability to prioritize and work well under deadlines. Computer aptitude and Microsoft Office experience required.

**Benefits:**

* Opportunity to stretch your skills and be a key player in a small organization in several critical communications areas. Enjoy a fun, flexible work environment where you can see the difference you are making every day.

Fundraising Coordinator

As the fundraising coordinator for The H.O.N.E.Y Project, your primary responsibility will be to identify and pursue donation possibilities.

**Specific duties include, but are not limited to:**

* Research fundraising opportunities and write grant applications to charitable trusts or statutory bodies
* Build relationships with donors or companies
* Manage information and record the profile and fundraising activity of donors on a database
* Work with Treasurer to budget and ensure that targets are met
* Account handling: ensuring donors or companies and are kept informed of program progress and milestones
* Devise and organise fundraising campaigns and events
* Spot fundraising opportunities and raise awareness of the organisation’s work

**Position Details:**

* 10-20 hours/month. The position is unpaid, but there will be opportunities for networking and professional development.
* Minimum commitment of four months required.

**Qualifications:**

* Education or experience in fundraising or knowledge of the charity sector is preferred. However, any motivated candidate willing to learn by experience, is welcomed.

**Skills/Abilities:**

* The qualified candidate will have excellent writing, verbal, proofreading, editing, and organizational skills.Researching and devising strategies and opportunistically taking advantage of donation possibilities. Must be adept at building long-term relationships with potential donors or volunteers and persuasively explaining H.O.N.E.Y Projects cause. Ideal candidates will also be flexible team players, self-motivated and detail- oriented individual with strong interpersonal skills, ability to prioritize and work well under deadlines. Computer aptitude and Microsoft Office experience required.

**Benefits:**

* Opportunity to stretch your skills and be a key player in a small organization in several critical communications areas. Enjoy a fun, flexible work environment where you can see the difference you are making every day.