**Event Marketing Assistant Volunteer**

**Role Description**

Title of post: Event Marketing Assistant

Responsible to: Marketing Manager

Volunteering hours: Flexible Monday – Friday 9-5

**General Information**

Derbyshire Wildlife Trust is seeking a volunteer to assist the Business Development Team with promoting the Trust’s events. The role will be office based.

**Main duties**

* Producing press releases for events
* Sending press releases out to media
* Recording press releases sent out for the media data volunteer
* Liaising with media and following up press enquiries about events
* Building a database of places for us to promote events online

**Skills / Qualifications Required**

* Ideally a degree or equivalent qualification in Marketing or communications
* Experience of Microsoft Office (Outlook, Access, Excel and Word).
* Experience of drafting press releases

***Personal Qualities:***

* Ability to prioritise workload
* Methodical and accurate
* Mature and responsible attitude
* Able to work effectively on own initiative and as a member of a team
* Good communication skills
* Personable and sociable
* Commitment to the work of the Trust

**Training**

A full induction will be given and ongoing training provided to carry out the tasks.