

Volunteer @



SAN DIEGO GREEN BUILDING COUNCIL

Volunteer Role: Digital Media and Communications Volunteer

The San Diego Green Building Council (SDGBC) seeks an energetic and skilled individual to support the development and management of our social media program. This position is estimated at 10-15 hours per week and is an unpaid, part-time, intern position that typically runs for 3-4 months.

In addition to the responsibilities listed below, you will have access to meetings and programs to understand the full work of SDGBC and how we accomplish our mission through member outreach and partnerships.

Sample Responsibilities:

Social Media Channel Management

- Marketing of Educational Programs
- Weekly Event updates to members
- Marketing analysis and follow up
- Provide assistance with web site update
- Materials design
- Assist in various administrative duties related to programs, events, and initiatives
- Answer phones, e-mail, and return messages as appropriate

Useful Skills:

- Social media aptitude and interest (Facebook, Twitter, LinkedIn, blog, etc.)
- Enthusiasm and interest in sustainability and nonprofit administration
- Good written and oral communication skills
- Ability to manage multiple projects and tasks simultaneously
- Flexibility and ability to work independently
- Graphic design skills

Prerequisite:

- Attend volunteer training at the San Diego Green Building Council.
- See <http://usgbc-sd.org/Volunteer> for the upcoming training session

About San Diego Green Building Council

The San Diego Green Building Council is the USGBC Chapter and Living Building Challenge Collaborative for San Diego County. Our mission is to inspire, educate and collaborate within our community to transform our built environment toward true sustainability. We envision that our buildings and communities will regenerate and sustain the health and vitality of all life within a generation.

Learn more at: <http://www.usgbc-sd.org>.

Interested?

Visit <http://usgbc-sd.org/Volunteer> and fill out application form or call our office at 858-357-0311