



## **PR and Marketing Volunteer needed**

### **Job Description**

**Copenhagen Youth Project** is looking for a PR and Marketing volunteer to raise the profile of the Charity and promote its work to the public, as well as ensuring that potential clients know how to access and use our services.

This role will build new and strengthen existing relationships with companies and individuals in the community who can help raise awareness of Copenhagen Youth Project. In addition, the volunteer will also work to identify local press opportunities and prepare press releases and newsletters. Social media channels including facebook, our website and updating information with organisations who help promote and raise funds for the Charity.

**Time Requirement:** It is anticipated that the time requirement for this role will be approximately 5 hours per week, working from home.

### **Core tasks**

- Produce promotional material
- Assist with press releases
- Build relationships with the local media
- Seek coverage of our work in the local papers
- Write material for our newsletter and website
- Manage the Facebook account

### **Personal skills**

- Have strong verbal and written communication skills
- Are able to build and maintain strong interpersonal relationships
- Have an interest or experience in marketing and PR
- Have experience and knowledge in social media
- Are proactive and enthusiastic, and able to seek out the latest 'stories'
- Have access to a computer and able to work from home

If you are interested and would like to know more please contact Theo on 07852 259 051 or email [theo@cyproject.org](mailto:theo@cyproject.org)