

VACANCY

Newsletter Advertising Coordinator

Position Description

This is a volunteer position.

Your role: To canvas businesses and organisations to buy advertising space in our monthly electronic newsletter

Your reward!

- Improving skills in advertising
- Satisfaction in achieving a high profile for Gecko
- Helping to present a strong positive ecological message to the public and making the public aware of environmentally sensitive issues.
- Working with a variety of committed people and learning new skills
- Developing another source of funding for Gecko

Hours: Negotiable. Approximately a few hours per week.

Supervision: You will be working with the Manager and the Newsletter Coordinator

The job:

- Call and email businesses/organisations as appropriate to advertise
- Follow up businesses and organisations that have advertised and donated to Gecko in the past
- Assist with developing small advertisements to make these ads effective for the business concerned
- Assist with development of business logo database
- Arrange with Gecko's bookkeeper to invoice for advertising
- Ensure advertising copy is ready in time for Newsletter publication date

Ideal skills and qualities required:

- Pleasant, diplomatic telephone skills
- Good writing/grammar skills
- Some media training or past experience preferable
- A personal commitment to the environment
- Computer literacy