

VACANCY

Newsletter Advertising Coordinator

Position Description

This is a volunteer position.

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

Your reward!

- Helping to inform the public of environmental products, businesses etc
- Develop another source of funding for Gecko
- Learn new skills and meet new people
- Enhance your knowledge of local environmental issues
- Warm fuzzies!

Hours: Approximately a few hours per week.

Supervision: Liaise with Gecko's Administrative Officer.

The job:

- Further develop a database of relevant businesses/organisations to advertise
- Liaise with appropriate businesses/organisations to promote advertising with us
- Arrange with Gecko's bookkeeper to invoice for advertising
- Ensure advertising copy is ready in time for Newsletter publication

Ideal skills and qualities required:

- Some advertising or marketing training/experience is preferable
- Good coordination and communication skills
- A personal commitment to the environment
- Computer literacy