



**Advocacy Associate:  
Volunteer and Social Media Coordinator**

The advocacy associate will assist the director of advocacy with all tasks pertaining to the upkeep and development of the volunteer program for Trust Women.

Duties include but are not limited to:

- Maintaining and tracking hours as signed in by volunteers on calendar
- Updating and maintaining volunteer contact information, both current and new volunteers
- Entering new sign in sheets, marking volunteers and notifying the advocacy director when completed
- Accessing the database to complete volunteer program calls
- Updating the database for each volunteer contact
- Entering volunteer feedback information onto spreadsheets
- Entering information about volunteer training
- Working on projects for the volunteer program as directed by the advocacy director as needed
- Contacting new volunteer sign ups each week to interview for suitability, availability and skills
- Helping each new volunteer complete onboarding paperwork and forwarding the paperwork to the HR Department
- Organize quarterly (or as needed) volunteer training workshops with the advocacy director
- Having a weekly check in with the advocacy director to discuss work done in the previous week and plans for the coming week
- Represent Trust Women at events and supervise volunteers at events such as parades, community events, tabling, etc.
- Assist the advocacy director in scheduling and keeping the calendar of events up to date.
- Work with other staff of Trust Women to fill volunteer roles.

The Advocacy Associate will also assist the foundation by being responsible for all social media content and posting and will report to the communications coordinator and director of advocacy.

- Mediums:
  - Twitter
  - Facebook
  - Email list
  - Instagram



- Evaluation:
  - Daily reporting of posts and statistics to advocacy associate by interns
  - Weekly reporting to the communications director
  - Weekly monitoring of page insights on Facebook, reports on Twitter, analytics in Buffer, email statistics
  - Monthly entering of social media analytics to spreadsheet
  - Quarterly evaluations of social media statistics
- Qualifications:
  - Bachelor's degree required
  - Experience with contributor relationship management systems is a plus
  - Project management experience
  - Proven track record for achieving revenue targets
  - Nonprofit or philanthropic experience
  - Excellent verbal and written communication skills
  - Ability to think and problem-solve creatively
  - Ability to work individually on a project or in a team environment
  - Eager to meet and exceed objectives and take on more responsibility
- Attributes:
  - Passion for reproductive rights, abortion access and the mission of Trust Women.
  - Solutions driven
  - Doggedness and determination
  - Ability to create great working relationships
  - Sense of humor
  - Self-motivated

To apply: please send a cover letter, resume and writing sample to [info@itrustwomen.org](mailto:info@itrustwomen.org).

Applications will be reviewed on a rolling basis until the position is filled. Applicants are strongly encouraged to apply as soon as possible.

Trust Women is an equal opportunity employer. We celebrate diversity and are committed cultivating an inclusive environment.