

<b>Role Title:</b>	Media Volunteer
<b>Where:</b>	The Nishkam Centre, Birmingham
<b>When:</b>	To start Jan 2013
<b>Commitment:</b>	Flexible working hours (agreed with the volunteer mentor)
<b>Your duties may include:</b>	<p>A Media volunteer will cover various duties at the Nishkam Centre. The following are just a few examples.</p> <ul style="list-style-type: none"> <li>- Marketing and PR</li> <li>- Helping with advertising</li> <li>- Attending external events</li> <li>- Researching via the internet</li> <li>- Designing posters/leaflets</li> <li>- Creating adverts</li> <li>- Updating the website and assisting with social media</li> <li>- Filming at events / Taking photographs</li> <li>- Creating presentations</li> </ul>
<b>Skills/qualifications you need:</b>	<ul style="list-style-type: none"> <li>- good I.T. skills</li> <li>- knowledge of Photoshop/PowerPoint</li> <li>- ability to use a camera/filming equipment</li> <li>- Good communication skills</li> <li>- Good telephone manner and organisational skills</li> <li>- You should be able to work as part of a team and on your own initiative</li> <li>- Good time keeping skills</li> </ul>
<b>Benefits for you:</b>	<ul style="list-style-type: none"> <li>- You will be volunteering on projects alongside other experienced volunteers and staff which will help you grow your expertise and skills</li> <li>- You will be invited to various events, concerts and exhibitions as part of your role at the centre</li> <li>- You will have access to the latest IT and media equipment</li> <li>- you will be able to enrol on various courses running at the Nishkam Centre</li> </ul>
<b>Commitment</b>	Flexible, to be discussed with your volunteer mentor
<b>For more information, contact:</b>	The Nishkam Centre 0121 515 4229