



Mid-Atlantic Region

113 Wendover Drive, West Norriton, PA 19403

## **JOB DESCRIPTION**

**Quaker Action Mid Atlantic Region (QAMAR)** is a 501c4 nonprofit that advocates for sound public policy to address the climate crisis and gun violence at the state and local levels in PA, NJ, DE, & MD.

We seek an activist who is motivated to develop our network of supporters, help grow our web and social media presence, and increase our membership base. The position is part time, approximately 10 -15 hours/week.

### **Responsibilities & Goals:**

- Maintain and expand our website .
- Write and send out emails, action alerts and letters to support QAMAR's campaigns.
- Assist in webinars and trainings
- Cultivate relationships with QAMAR members.

### **Desired Qualifications:**

Proficient with at least one web site Content Management System (CMS) for maintaining our web presence. The current web site (<http://www.quakeract.org/>) uses WordPress, however, we are open to alternatives, such as Squarespace or Wix.

Familiar with databases and various methods of data maintenance, such as uploading / downloading records with Excel / CVS formats.

Familiar with social media platforms useful to our mission, such as Facebook, Instagram, TikTok, BlueSky, X, etc. Ability to create posts and direct them to appropriate channels to advance our mission and communicate with our member audience.

Proficient writer able to create content for our web site, and also to generate email / letter templates to support our advocacy work.

Ability to work independently, while keeping others informed of progress toward goals.

### **Position Description:**

The position is part-time at about 10-15 hours per week.

*Equal Opportunity Employer*