



Volunteer Position: Fundraising, Marketing and PR Assistant

Period of traineeship:

Minimum of three months; starting date flexible,

Job role:

The Atma volunteer will work directly with Atma focusing directly on fundraising development that is in line with the growth of the organization.

The role primary involves assisting in fundraising activities of the organization, planning and execution. Assist in the development and updating of the organizations marketing materials (stories or success and statistics). Support in updating website, blog, face book and quarterly production of a newsletter for the organization. The volunteer will receive support and work in together in a team with fundraising and accounting staff.

Responsibilities:

- Fundraising
- Marketing
- Public Relations

Housing and working conditions:

Atma will assist to find housing for the volunteer. A laptop and cell phone may be provided by Atma during the working period. A stipend will not be provided, the cost of travel, housing and living expenses will be the responsibility of the volunteer.

Skills requirements:

Good knowledge Microsoft office, Social skills, Communication skills, fundraising

Expectations

To work diligently for the organization based on the above mentioned areas, creating focus while remaining flexible within the working environment.

Atma will provide:

The giving of preparatory information prior to volunteering along with needs-based guidance and support throughout your assignment. Professional development and support from field experts. Opportunity to work alongside area specialists from around the world. Assistance will also be given in adaptation to Mumbai city and the Indian culture and in the working relations with the NGO. Great international connections after position with the Atma alumni program