

CARPE DIEM ARTS!

Bringing the Arts to Life

VOLUNTEER POSITION

Marketing & Social Media Assistant

Carpe Diem Arts is a Silver Spring-based non-profit arts organization that presents multigenerational and multicultural community events and arts outreach activities throughout the National Capital region. Our goal is to create opportunities for people of all ages and walks of life to participate in the visual, literary, and performing arts. We promote the arts as a means of celebrating diversity and transcending differences, building hope and harmony, and unlocking human potential.

We are a small organization in need of helping hands to strengthen and grow our programs and community. We are seeking a volunteer to act as the Marketing and Social Media Coordinator. This is a work-from-home position. Candidate must have access to a reliable computer.

Responsibilities:

- Marketing
 - Create content and post all Carpe Diem Arts events on social media (details below), CDA calendar on the website, CultureSpot MC, Discover Silver Spring, on local listservs, etc.
- Social Media
 - Create content for and post regularly on Facebook and Twitter
 - Maintain an overall positive image of CDA
 - Create Facebook Events for Jump Start Family Fun Night, Contra Dance, and other Carpe Diem events as needed
- Communicate regularly with executive and associate directors, and graphic designer

Desired Skills & Experience

- Excellent communication and organizational skills
- Strong writer
- Proficiency with social media, Microsoft Office, and email marketing
- Experience with Adobe Photoshop and/or Mac Pages a plus
- Experience in the Arts and/or Arts Management background preferred

Time Commitment

- 3-5 hours a week

If interested, please contact Michelle Mosher at michellemosher@carpediemarts.org