

## **Wild in the City**

### Freelance PA/Project Coordinator - Virtual Assistance requirements

These are indicative tasks;

#### **First point of contact**

- respond to email enquiries
- answer phone calls

#### **Membership offer**

- administer enquiries and processes
- promote offer

#### **Events**

- organise events, courses, seminars
- coordinate volunteers supporting events
- upload details onto website
- promotion of events and course schedule via established list and portals
- research new promotion avenues

#### **Partner liaison**

- liaise with our partners with followup from Director's initial meetings
- handle requests for partnership, clarifying what is proposed, input sought
- attend meetings (very occasional)

#### **Drafting documents**

- draft bids to funders
- draft responses to partners
- draft newsletters

#### **Project Coordination**

- coordinating volunteers supporting our events and projects
- keep an overview of the different project milestones and action points

#### **Social Media**

- posting to instagram, Twitter etc

#### **Website**

- upload content; courses, articles, media content

#### **General**

- general admin tasks to support office function