**UN WOMEN USA CHICAGO CHAPTER**
**MARKETING & COMMUNICATIONS COMMITTEE**

**Webmaster & Content Specialist**

The Webmaster & Content Specialist is a key member of the Marketing & Communications Committee for UN Women Chicago. Under the guidance and direction of the Marketing & Communications Director, this individual will support digital media and content efforts to champion the mission of UN Women.

Responsibilities include, but are not limited to:

- Help manage digital media and content assets, such as website and e-newsletter
- Develop content strategy for website and e-newsletters, including regular blog posts in line with UN Women's mission and brand
- Write/produce content for website, e-newsletters and other digital media assets
- Manage contact lists and technology stack associated with all email-related tools
- Ensure our email marketing efforts are in compliance with organizational brand guidelines
- Leverage data points to create dynamic and engaging content
- Support other marketing and communications needs as necessary

This is a voluntary position with a minimum commitment of two years. Members of the Marketing & Communications Committee are expected to actively engage and participate in Chapter meetings, events and fundraising initiatives on a regular basis.

Click here to apply.