



MUSLIM WOMEN'S ORGANIZATION

Position Description

Aid Web Content Coordinator (Volunteer)

Scope of Assignment

Responsible for the production of digital content and email marketing related to our Aid Squad.

Position Summary

Our nonprofit organization is looking for a Web Content Coordinator to join our team to work with staff, in particular our Aid Squad team members. The ideal applicant will possess strong knowledge of online platforms, including YouTube, Squarespace, Canva, and Meta. The successful candidate will demonstrate proficiency in creating online content including editing and uploading audio and video files, and digital design. Those looking to gain valuable online media experience with a diverse and inclusive organization are encouraged to apply.

Importance of Assignment

Our organization has a small team of volunteers that coordinates community service projects for more than 800 people, annually. It is important that we are able to effectively communicate team needs and successes via social media, email, and our website.

Organization Overview

The Muslim Women's Organization (MWO) envisions a world where every Muslim woman has the opportunity to lead in the service of humanity. Our mission is to empower communities by harnessing the leadership of women and providing them with the resources they need to create change in their area of passion. By providing leadership training and doing outreach to (relevant) communities, we believe that the Muslim women of Central Florida will be more empowered and enjoy greater gender equity.

Inclusion and Teamwork

The Muslim Women's Organization (MWO) is a small nonprofit with 1 full-time employee, 2 part-time employees, a board of directors, and volunteer project managers. In addition to our staff, our interns and our volunteers are not just observers in our organization, but an integral part of everything we do. MWO believes in pluralism and is a welcoming space where women from all backgrounds and perspectives belong. When we are able to meet in person, our HUB

is a safe and brave space where we collaborate and learn together, but all team members are provided with resources to collaborate remotely as well.

Build Life-long Skills

At MWO, we focus on building skills that you can apply for a lifetime. Through meaningful work, volunteers and interns will:

- Learn how to think critically and act logically to solve problems and make decisions
- Use technology tools and information systems effectively
- Develop ability to collaborate and work in teams
- Build leadership skills through taking ownership of and responsibility for projects
- Learn how to develop a positive attitude toward change

Responsibilities

- Manage online content for the Aid Squad (Community Service, Hakima Clinic, and Legal Fund)
- Build MWO's YouTube channel and presence
- Work with the MWO team to format and transfer existing content (videos, slides, images) onto the website and online platforms
- Develop new content for the MWO Website, Social Media platforms, and email communications (no coding experience necessary)
- Contribute to website redesign

Qualifications

- Commitment to MWO's mission of empowering Muslim women
- Excellent oral and written communication skills
- Video and audio file editing experience a plus
- Proficiency in Google Apps (Drive, Docs, Sheets, Calendar, etc...)
- Self-motivated with the ability to work independently
- Organized, reliable, flexible, curious, energetic, and collaborative
- Website editing experience, preferably with Squarespace preferred
- Experience with YouTube and TikTok strongly desired
- Graphic design and experience with Canva, Adobe Photoshop and/or InDesign

Accessibility & Commitment

Web Content Coordinator reports directly to the Communications Manager and works closely with the Executive Director and Awareness Squad teams. Whether online or in person, the staff and leadership team is available to clarify questions necessary to complete a project.

Reporting Requirements

The volunteer is expected to report via email to the responsible manager on a weekly basis and attend one monthly check-in and one monthly team meeting. (Meetings can be attended virtually)

Time Commitment

2-4 hours a week. We are flexible about in-person meetings and allow interns/volunteers to work remotely as needed. Minimum 6 month commitment.

Compensation

This is an unpaid volunteer position. High school and College internship requirements can be met.



MUSLIM WOMEN'S ORGANIZATION

Position Description

Awareness Building Web Content Coordinator (Volunteer)

Scope of Assignment

Responsible for the production of digital content and email marketing related to our Awareness Building Squad.

Position Summary

Our nonprofit organization is looking for a Web Content Coordinator to join our team to work with staff, in particular our Awareness Squad team members. The ideal applicant will possess strong knowledge of online platforms, including YouTube, Squarespace, Canva, and Meta. The successful candidate will demonstrate proficiency in creating online content including editing and uploading audio and video files, and digital design. Those looking to gain valuable online media experience with a diverse and inclusive organization are encouraged to apply.

Importance of Assignment

Our organization has a small team of volunteers that coordinates several Awareness Building programs and campaigns. It is important that we are able to effectively communicate upcoming events, deadlines, details, research, and recaps via social media, email, and our website.

Organization Overview

The Muslim Women's Organization (MWO) envisions a world where every Muslim woman has the opportunity to lead in the service of humanity. Our mission is to empower communities by harnessing the leadership of women and providing them with the resources they need to create change in their area of passion. By providing leadership training and doing outreach to (relevant) communities, we believe that the Muslim women of Central Florida will be more empowered and enjoy greater gender equity.

Inclusion and Teamwork

The Muslim Women's Organization (MWO) is a small nonprofit with 1 full-time employee, 2 part-time employees, a board of directors, and volunteer project managers. In addition to our staff, our interns and our volunteers are not just observers in our organization, but an integral part of everything we do. MWO believes in pluralism and is a welcoming space where women from all backgrounds and perspectives belong. When we are able to meet in person, our HUB

is a safe and brave space where we collaborate and learn together, but all team members are provided with resources to collaborate remotely as well.

Build Life-long Skills

At MWO, we focus on building skills that you can apply for a lifetime. Through meaningful work, volunteers and interns will:

- Learn how to think critically and act logically to solve problems and make decisions
- Use technology tools and information systems effectively
- Develop ability to collaborate and work in teams
- Build leadership skills through taking ownership of and responsibility for projects
- Learn how to develop a positive attitude toward change

Responsibilities

- Manage online content for the Awareness Squad (Women's Health Taskforce, Violence Against Women Taskforce, and Social Justice Action Committee)
- Build MWO's YouTube channel and presence
- Work with the MWO team to format and transfer existing content (videos, slides, images) onto the website and online platforms
- Develop new content for the MWO Website (no coding experience necessary)
- Contribute to website redesign

Qualifications

- Commitment to MWO's mission of empowering Muslim women
- High School or College student, College Graduate student and beyond
- Excellent oral and written communication skills
- Video and audio file editing experience a plus
- Proficiency in Google Apps (Drive, Docs, Sheets, Calendar, etc...)
- Self-motivated with the ability to work independently
- Organized, reliable, flexible, curious, energetic, and collaborative
- Website editing experience, preferably with Squarespace preferred
- Experience with YouTube strongly desired
- Graphic design and experience with Canva, Adobe Photoshop and/or InDesign

Accessibility & Commitment

Web Content Coordinator reports directly to the Communications Manager and works closely with the Executive Director and Awareness Squad teams. Whether online or in person, the

staff and leadership team is available to clarify questions necessary to complete a project.

Reporting Requirements

The volunteer is expected to report via email to the responsible manager on a weekly basis and attend one monthly check-in and one monthly team meeting. (Meetings can be attended virtually)

Time Commitment

2-4 hours a week. We are flexible about in-person meetings and allow interns/volunteers to work remotely as needed. Minimum 6 month commitment.

Compensation

This is an unpaid volunteer position. High school and College internship requirements can be met.



MUSLIM WOMEN'S ORGANIZATION

Position Description

Leadership Training Web Content Coordinator (Volunteer)

Scope of Assignment

Responsible for the production of digital content and email marketing related to our Leadership Training Squad.

Position Summary

Our nonprofit organization is looking for a Web Content Coordinator to join our team to work with staff, in particular our Leadership Training Squad team members. The ideal applicant will possess strong knowledge of online platforms, including YouTube, Squarespace, Canva, and Meta. The successful candidate will demonstrate proficiency in creating online content including editing and uploading audio and video files, and digital design. Those looking to gain valuable online media experience with a diverse and inclusive organization are encouraged to apply.

Importance of Assignment

Our organization has a small team of volunteers that coordinates several leadership training projects for roughly 50 women, monthly. It is important that we are able to effectively communicate upcoming events, deadlines, program details, and successes via social media, email, and our website.

Organization Overview

The Muslim Women's Organization (MWO) envisions a world where every Muslim woman has the opportunity to lead in the service of humanity. Our mission is to empower communities by harnessing the leadership of women and providing them with the resources they need to create change in their area of passion. By providing leadership training and doing outreach to (relevant) communities, we believe that the Muslim women of Central Florida will be more empowered and enjoy greater gender equity.

Inclusion and Teamwork

The Muslim Women's Organization (MWO) is a small nonprofit with 1 full-time employee, 2 part-time employees, a board of directors, and volunteer project managers. In addition to our staff, our interns and our volunteers are not just observers in our organization, but an integral

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- Use technology tools and information systems effectively
- Develop ability to collaborate and work in teams
- Build leadership skills through taking ownership of and responsibility for projects
- Learn how to develop a positive attitude toward change

Responsibilities

- Manage online content for the Leadership Training Squad (Women's Action Network, Boss Women, Leaders in Training, and Hakima Training)
- Build MWO's YouTube channel and presence
- Work with the MWO team to format and transfer existing content (videos, slides, images) onto the website and online platforms
- Develop new content for the MWO Website (no coding experience necessary)
- Contribute to website redesign

Qualifications:

- Commitment to MWO's mission of empowering Muslim women
- High School or College student, College Graduate student and beyond
- Excellent oral and written communication skills
- Video and audio file editing experience a plus
- Proficiency in Google Apps (Drive, Docs, Sheets, Calendar, etc...)
- Self-motivated with the ability to work independently
- Organized, reliable, flexible, curious, energetic, and collaborative
- Website editing experience, preferably with Squarespace preferred
- Experience with YouTube and tiktok strongly desired
- Graphic design and experience with Canva, Adobe Photoshop and/or InDesign

Accessibility & Commitment

Web Content Coordinator reports directly to the Communications Manager and works closely

with the Executive Director and Leadership Training Squad teams. Whether online or in person, the staff and leadership team is available to clarify questions necessary to complete a project.

Reporting Requirements

The volunteer is expected to report via email to the responsible manager on a weekly basis and attend one monthly check-in and one monthly team meeting. (Meetings can be attended virtually)

Time Commitment

2-4 hours a week. We are flexible about in-person meetings and allow interns/volunteers to work remotely as needed. Minimum 6 month commitment.

Compensation

This is an unpaid volunteer position. High school and College internship requirements can be met.



MUSLIM WOMEN'S ORGANIZATION

Position Description

Sisterhood Web Content Coordinator (Volunteer)

Scope of Assignment

Responsible for the production of digital content and email marketing related to our Sisterhood Squad.

Position Summary

Our nonprofit organization is looking for a Web Content Coordinator to join our team to work with staff, in particular our Sisterhood Squad team members. The ideal applicant will possess strong knowledge of online platforms, including YouTube, Squarespace, Canva, and Meta. The successful candidate will demonstrate proficiency in creating online content including editing and uploading audio and video files, and digital design. Those looking to gain valuable online media experience with a diverse and inclusive organization are encouraged to apply.

Importance of Assignment

Our organization has a small team of volunteers that coordinates several Sisterhood events for roughly 50 women, monthly. It is important that we are able to effectively communicate upcoming events, deadlines, program details, and recaps via social media, email, and our website.

Organization Overview

The Muslim Women's Organization (MWO) envisions a world where every Muslim woman has the opportunity to lead in the service of humanity. Our mission is to empower communities by harnessing the leadership of women and providing them with the resources they need to create change in their area of passion. By providing leadership training and doing outreach to (relevant) communities, we believe that the Muslim women of Central Florida will be more empowered and enjoy greater gender equity.

Inclusion and Teamwork

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- Use technology tools and information systems effectively
- Develop ability to collaborate and work in teams
- Build leadership skills through taking ownership of and responsibility for projects
- Learn how to develop a positive attitude toward change

Responsibilities

- Manage online content for the Sisterhood Squad (Social Gatherings, Spiritual Gatherings, and Interfaith Gatherings)
- Build MWO's YouTube channel and presence
- Work with the MWO team to format and transfer existing content (videos, slides, images) onto the website and online platforms
- Develop new content for the MWO Website (no coding experience necessary)
- Contribute to website redesign

Qualifications

- Commitment to MWO's mission of empowering Muslim women
- High School or College student, College Graduate student and beyond
- Excellent oral and written communication skills
- Video and audio file editing experience a plus
- Proficiency in Google Apps (Drive, Docs, Sheets, Calendar, etc...)
- Self-motivated with the ability to work independently
- Organized, reliable, flexible, curious, energetic, and collaborative
- Website editing experience, preferably with Squarespace preferred
- Experience with YouTube strongly desired
- Graphic design and experience with Canva, Adobe Photoshop and/or InDesign

Accessibility & Commitment

Web Content Coordinator reports directly to the Communications Manager and works closely with the Executive Director and Sisterhood Squad teams. Whether online or in person, the staff

and leadership team is available to clarify questions necessary to complete a project.

Reporting Requirements

The volunteer is expected to report via email to the responsible manager on a weekly basis and attend one monthly check-in and one monthly team meeting. (Meetings can be attended virtually)

Time Commitment

2-4 hours a week. We are flexible about in-person meetings and allow interns/volunteers to work remotely as needed. Minimum 6 month commitment.

Compensation

This is an unpaid volunteer position. High school and College internship requirements can be met.