

Peer Mediation and Skills Training (PMAST) Website Volunteer Personnel

Do you have website skills? Do you want to make a difference in the lives of youth?

Peer Mediation and Skills Training (PMAST) provides conflict management and dispute resolution skills to youth, families and communities and we are currently in need of a **Volunteer** to assist in website maintenance and design.

We are looking for a one-year commitment with individual flexibility to work around your schedule. It's a great way to network, build your skills, and give back to your community. Pro-bono work looks great on any resume - especially in today's competitive world! This is an excellent way to enhance and develop your skills for professional development while working from home.

The **Website Volunteer** works with the Website Manager to create and maintain content for PMAST's website. This includes updating the website, designing layouts, editing website content, and making adjustments based on client feedback and requests.

Responsibilities:

- Develop and manage content for our website
- Keep up-to-date with PMAST events and news - promote through our website
- Participate in monthly video conference meetings with committee members
- Do monthly analytics and reporting – track and report effectiveness of website
- Develop strong knowledge of brand story and be able to execute key messages

Relevant Skills, Competencies and Experience:

- A thorough understanding of WordPress
- Good knowledge of Google Analytics
- Ability to work equally well in a team and unsupervised environment
- An interest in, knowledge of or willingness to learn about peer mediation and conflict management

Benefits:

- Develop your communication, leadership and teamwork skills
- Further your web based knowledge and management skills
- Gain understanding of fundamental not-for-profit organization and operation
- Add newfound skills, experience and references to your CV
- Be part of a team of volunteers and meet new people who are making a difference
- Increase your confidence and gain new skills including on-going development and training
- Understanding of the functions of PMAST

Interested parties please contact Brenda Christie at Brenda@pmast.org