Title: Special Projects Volunteer

Department or Team: Administration, Curatorial Affairs, Development, Public Programs

Responsible to: Curatorial Director, Public Programs Director, Development Manager, President

Works with: Curatorial Director, Public Programs Director, Development Manager, President

Description of Role: The Special Projects Volunteer will support the development and implementation of strategic initiatives for the Museum of Food and Drink (MOFAD), one of the country's unique nonprofit organizations devoted to culinary history and anthropology. This is a flexible volunteer position where Special Projects Volunteers are called upon and respond on an as-needed basis. The Special Projects Volunteer is responsible for providing administrative and operational support for special projects and activities.

Duties/Responsibilities:

- Assist with the planning, implementation, administration and/or evaluation of special projects
- Assist with data collection, analysis, and/or interpretation efforts when appropriate to obtain information about the needs and issues impacting the culinary history and anthropology community
- Assist with updating information on websites and social media networks
- Conduct a wide range of strategic and extensive research
- Develop a social media calendar for MOFAD and create content for MOFAD various social media channels, in line with the mission and vision of MOFAD and the programs
- Gathers information for projects and in support of professional and technical functions, organizes data and prepares related correspondence, as necessary
- Provide administrative support as needed for the development and implementation of MOFAD strategic initiatives
- Aids MOFAD staff relating to the requirement of the project
- Research and catalog current and past MOFAD museum-related events
- Performs other related duties as assigned which may vary depending on project objectives and outcomes.

Skills/Qualifications Needed:

- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Proficient with Google Workspace Suite or related software

Desired Experience:
- Experience in a nonprofit grantmaking, advocacy or food-justice environment
- Knowledge of online email-marketing software (Benchmark preferred)
- Experience with managing a website and CRM (Squarespace, Wordpress, Veevart / Salesforce preferred)
- Graphic design, video production/editing experience, and knowledge of Google Analytics
- Understanding of HTML and CSS
- Knowledge of data visualization tools
- Experience with marketing and/or public relations
- Experience with digital media
- Project management experience

**Training:**
- Initial training and orientation will be provided, as well as additional support and training to be developed as the program grows.

**Time Commitment:**
- Special Projects Volunteers are expected to participate in at least one project opportunity per month but we understand it depends on the timing of the project and your availability.
- Special Projects volunteers will typically be asked to commit at least 4 hours per project opportunity.
- This is a flexible and ad hoc volunteer role for a variety of potential project types to help with museum development activities.
- Special Projects Volunteers must be 18 years of age or older.
- Special Projects Volunteers may commit to helping as much as they are able by registering for as many or as few shifts from those which are advertised in the MOFAD Volunteer Portal.