

# Volunteer Marketing Coordinator

## Harvest Schoolhouse

 Remote | Commitment: 1-3 hours per week

## About Harvest Schoolhouse

Harvest Schoolhouse is a faith-based microschool committed to providing a high-quality, customized Christian education. Our mission is to nurture students in a Christ-centered learning environment while fostering academic excellence and critical thinking. We are looking for a passionate and creative **Volunteer Marketing Coordinator** to help us expand our reach, engage the community, and increase enrollment.

## Role Overview

We are seeking a dedicated volunteer to assist with social media management, content creation, email marketing, and community outreach. The ideal candidate will have a heart for Christian education and a knack for storytelling through digital platforms. This role is flexible and can be done remotely, with collaboration and approval from the school's leadership.

## Responsibilities

- **Social Media Management:** Create and schedule engaging posts for Facebook and Instagram to showcase school activities, events, and student achievements.
- **Content Creation:** Develop eye-catching graphics (using Canva or similar tools) and write compelling captions.
- **Email Marketing:** Set up and manage email campaigns, newsletters, and parent communications.
- **Community Engagement:** Help promote events, fundraising initiatives, and partnerships within the local community.
- **Website Collaboration:** Work alongside our website management company to ensure updates align with marketing goals.
- **Photography & Video Coordination:** Incorporate photos and videos (provided by the school) into marketing materials.

## Qualifications & Skills

- Experience with social media platforms (Facebook, Instagram) and basic analytics
- Graphic design skills (Canva, Adobe, or similar tools)
- Strong writing and communication skills
- Familiarity with email marketing platforms (Mailchimp, ConvertKit, or similar)
- Ability to work independently while taking direction and seeking approval as needed

- Passion for Christian education and community engagement

## **Commitment & Benefits**


- **Time Commitment:** A few hours per week, flexible schedule
- **Location:** Fully remote, with occasional collaboration via email or virtual meetings
- **Benefits:**
  - Gain hands-on experience in marketing, social media, and email campaigns
  - Build your resume with real-world digital marketing experience
  - Make a meaningful impact on a growing Christian educational community

## **How to Apply**

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Interested volunteers can apply by contacting:

 **Email:** [HarvestSchoolhouse@pm.me](mailto:HarvestSchoolhouse@pm.me)

 **Phone:** 864-993-1236

For questions, reach out to **Kelly Birmingham, Head of School**.

We look forward to partnering with you to grow our school and share our mission with the community!