



## Ambassador Volunteer Request Form

**Job Title:** Social Media Assistant  
**Department:** Agency Relations  
**Reports to:** A3 Coordinator  
**No. of Volunteers Needed:** 1-2  
**Date requested:** Ongoing

### **Basic Function:**

- Take Flipcam videos of workshops offered through the Agency Achievement Academy (A3), the capacity-building training program at the food bank
- Edit these videos
- Help develop a longer-term social media strategy for A3

### **Primary Duties:**

- Attend A3 workshops and film portions using a Flipcam
- Interview and film workshop participants
- Create promo videos and snapshots from these Flipcam videos
- Create innovative ways to promote A3 using social media tools
- Occasional updating of the website

### **Minimum Requirements:**

- Knowledge of Windows MovieMaker or similar video-editing technology, or ability to learn this technology
- Access to the internet
- Familiarity with social media tools (YouTube, Facebook, Twitter, etc.) and website design preferred

### **Physical Requirements:**

- Must be able to sit for extended periods and type on a computer

### **Volunteer Work Schedule:**

- Flexible

### **Hours:**

- Flexible

### **Impact of this volunteer opportunity:**

- Increase awareness and educate agencies on a variety of capacity-building topics
- Participate in the food bank's growing social media strategy