

“Individually, we are one drop.  
Together, we are an ocean.” - Ryunosuke Satoro



## United Planet Marketing Communications Coordinator

United Planet is looking for a Volunteer Marketing Communications Coordinator available for a minimum of six months to join our international team in Boston. You will have to promote cutting-edge humanitarian and educational programs among global media and to develop innovative strategy to manage and improve global awareness for United Planet.

### Job Responsibilities:

- Contact volunteers to obtain/generate content
- Foster and update media contacts and blogger list
- Draft external communications including media alerts, press releases, newsletters, blogs
- Maintain Social Media
- Prepare materials for career fairs and attend fairs
- Assist with event marketing, market research, web development, and event publicity
- Promote UP Day through social media platforms
- Organize submissions for UP Day
- Basic website maintenance and support
- Edit materials from the UP Team
- Research for different media projects
- Undertake special projects as needed
- Assist Quest volunteer abroad program as needed
- Other duties as assigned

### Qualifications:

- Journalism, Communications, English or similar major
- Strong written & verbal skills needed
- MS office knowledge

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Local: 617.267.7763 | Toll-free: 800.292.2316 | Fax: 617.267.7764  
Email: [team@unitedplanet.org](mailto:team@unitedplanet.org) | Web: [www.unitedplanet.org](http://www.unitedplanet.org)

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- Strong communication skills

**Benefits:**

- Gain experience working on an international team.
- Work in a friendly and dedicated environment with regular and fun team-building activities.
- Learn what it is like to work for a fast-growing organization with contagious energy!
- Gain valuable and transferable skills.
- Office located in a beautiful part of Boston, across from the renowned Public Garden in a historic building.
- Work closely and be mentored by experienced Managers.
- Help build a global non-governmental organization which will make an increasingly more positive impact in the world for many years to come.
- After completion of your time on staff at UP, you will receive the opportunity to participate in United Planet’s International Volunteer (Quest) Programs at cost for life!

Please send us a resume and a cover letter to [team@unitedplanet.org](mailto:team@unitedplanet.org)  
(Please note that this is a full time position (qualified PT considered)  
Visit our website: [www.unitedplanet.org](http://www.unitedplanet.org)

*As featured on CNN, United Planet (UP), an international non-profit organization, strives to create a world in which all people understand, respect, and support one another. United Planet's global network of leaders and volunteers fosters cross-cultural understanding and addresses shared challenges to unite the world in a community beyond borders. The underlying principle of our programs is the concept of Relational Diplomacy -- recognizing that the relationship between people of diverse backgrounds is the basic building block for uniting the world.*