



Virtual Volunteer Position Description

Title/Position: Web Site Promoters

Goal of Position:

Researching websites, search engines and relevant directories to submit listings of the Digital Sisters' website and resources. The promoter will increase awareness of our organization on the Internet, in organizations and other relevant locations.

Sample of activities

- ♀ Will work online researching websites, search engines and directories.
- ♀ Work at developing link exchanges or listings in e-newsletters.
- ♀ Will be responsible for forwarding listing and recording locations of submissions.

Time frame:

Length of commitment: October 1, 2003 to September 30, 2004

Estimated total hours: 200 to 400

Scheduling

At discretion of volunteer

Worksite:

Offsite, at volunteers' discretion home or office.

Qualifications Sought:

Technology skills. Internet research experience. Strong ability to conceptualize & organize. Have some knowledge of meta tag placement, search engine submission, categorization, online/Internet advertising techniques and protocol, and adding URL's to sites. Must have good communication skills. Previous experience is a plus.

Benefits:

A work record will be kept for each volunteer so that the position will provide him or her with good job references. Some out-of-pocket expenses will also be reimbursed.

Staff Contact:

Shireen Mitchell, Executive Officer

3608 Georgia Ave NW Suite 201, Washington, DC 20010

Phone: 202.722.Ytec (9832)

Fax: 202.722.8604

Website: www.digital-sistas.org

Email: volunteer@digital-sistas.org



Virtual Volunteer Position Description

Title/Position: Web Site Promoters

Goal of Position:

Researching websites, search engines and relevant directories to submit listings of the Digital Sisters' website and resources. The promoter will increase awareness of our organization on the Internet, in organizations and other relevant locations.

Sample of activities

- ♀ Will work online researching websites, search engines and directories.
- ♀ Work at developing link exchanges or listings in e-newsletters.
- ♀ Will be responsible for forwarding listing and recording locations of submissions.

Time frame:

Length of commitment: October 1, 2003 to September 30, 2004

Estimated total hours: 200 to 400

Scheduling

At discretion of volunteer

Worksite:

Offsite, at volunteers' discretion home or office.

Qualifications Sought:

Technology skills. Internet research experience. Strong ability to conceptualize & organize. Have some knowledge of meta tag placement, search engine submission, categorization, online/Internet advertising techniques and protocol, and adding URL's to sites. Must have good communication skills. Previous experience is a plus.

Benefits:

A work record will be kept for each volunteer so that the position will provide him or her with good job references. Some out-of-pocket expenses will also be reimbursed.

Staff Contact:

Shireen Mitchell, Executive Officer

3608 Georgia Ave NW Suite 201, Washington, DC 20010

Phone: 202.722.Ytec (9832)

Fax: 202.722.8604

Website: www.digital-sistas.org

Email: volunteer@digital-sistas.org



Virtual Volunteer Position Description

Title/Position: Web Site Promoters

Goal of Position:

Researching websites, search engines and relevant directories to submit listings of the Digital Sisters' website and resources. The promoter will increase awareness of our organization on the Internet, in organizations and other relevant locations.

Sample of activities

- ♀ Will work online researching websites, search engines and directories.
- ♀ Work at developing link exchanges or listings in e-newsletters.
- ♀ Will be responsible for forwarding listing and recording locations of submissions.

Time frame:

Length of commitment: October 1, 2003 to September 30, 2004

Estimated total hours: 200 to 400

Scheduling

At discretion of volunteer

Worksite:

Offsite, at volunteers' discretion home or office.

Qualifications Sought:

Technology skills. Internet research experience. Strong ability to conceptualize & organize. Have some knowledge of meta tag placement, search engine submission, categorization, online/Internet advertising techniques and protocol, and adding URL's to sites. Must have good communication skills. Previous experience is a plus.

Benefits:

A work record will be kept for each volunteer so that the position will provide him or her with good job references. Some out-of-pocket expenses will also be reimbursed.

Staff Contact:

Shireen Mitchell, Executive Officer

3608 Georgia Ave NW Suite 201, Washington, DC 20010

Phone: 202.722.Ytec (9832)

Fax: 202.722.8604

Website: www.digital-sistas.org

Email: volunteer@digital-sistas.org