

Media and Public Relations Co-ordinator

Role / title of volunteer position	Media and Public Relations Co-Ordinator
Starting date	Immediate
What specific tasks will the volunteer be expected to undertake	<ul style="list-style-type: none"> ▪ Writing and issuing regular press releases centred on Camara launches, events, and news items. ▪ Contacting journalists and news desks to progress publication of photos and releases ▪ Creating, developing, and issuing story-lines to relevant media contacts ▪ Identifying and organising suitable photo opportunities and circulate/progress with media picture desks. ▪ Negotiating for interview slots/appearances on radio and TV media channels for Camara senior personnel <p>Maintaining online (web) and hard copy of all Camara Press</p>
Are there any particular qualifications/skills and personal qualities necessary for this position	<ul style="list-style-type: none"> ▪ Superb written and verbal communication skills ▪ Knowledge of press releases, structure, content and circulation procedures ▪ Excellent interpersonal skills ▪ Understanding of media structure especially in the Irish Media environment ▪ Previous experience or knowledge of media contacts desirable ▪ Knowledge and empathy with Camara's ethos and goals
Minimum length of commitment from this volunteer	3 months. 2/3 days per. week
Which days and at what times per week/month?	To be arranged