



the pixel project

It's Time to Stop Violence Against Women. Together.  
www.thepixelproject.net

EIN: 42-1769490

CLN: 17053019309010

## PROGRAMME/PROJECT ASSISTANT

### Number of Openings: 2

The Pixel Project is looking for 1 – 2 people to join our executive team. You would be working closely with our president/executive director on keeping our campaigns, initiatives, and events on track.

You should be strongly supportive of women's human rights and our mission to end violence against women.

### The Programme/Project Assistant's duties include:

- General administrative work including setting up spreadsheets, doing data entry, proof-reading copy, keeping track of campaign/event participants, assisting with setting up fundraising pages etc.
- Email tasks including sending out event invitations, communicating with campaign/event participants, publicists, agents etc for our events and campaigns.
- Social media tasks including assisting with The Pixel Project's Facebook page, Instagram account, and Twitter account.
- Ad hoc research and set-up tasks as part of event/campaign preparation.
- Bonus if you're able to use basic PhotoShop to customise templates or create simple posters/banners for social media.

### Skill Requirements:

Prospective programme/project assistant should have the following skills and experiences:

- Excellent organisational skills.
- Fluent in English with excellent writing skills including formal letters, website copy etc.
- Proficient with using both MS Office and Google Docs for word processing as well as setting up and using spreadsheets.
- Ideally have experience handling formal correspondence/communication with third parties
- Excellent online research skills
- Proficient with using Facebook, Instagram, Twitter, and Wordpress.
- Communicates well with team members using tools such as e-mail, WhatsApp, and Signal for communication.
- Reliable and good at keeping to deadlines
- Able to work with a virtual team across several time zones
- Bonus: Basic Photoshop skills – enough to be able to edit / customise templates

### Volunteer Time:

This position requires an average of 5 – 7 hours per week and may vary as there are busy periods and quiet periods.