**DelftMaMa Job Description: Blog Coordinator for the DMM Blog**

**Job Title:** Digital Content Coordinator for the DMM Blog, (currently) un-paid

 **Job Location:** Delft, and surrounding area

**Full / Part Time:** Part-Time (4-6 hrs/week)

**Regular / Temporary:** Regular

**Closing Date:** Rolling applications accepted

**------------------------------------------------------------------------------------------------------------------**

**About DelftMaMa**

Delft MaMa stands for Delft Maternity And Motherhood Assistance. It is a non-profit organization promoting the well-being and integration of international mothers-to-be and mothers of young children (0-12 years old) in and around Delft, The Netherlands.

Delft MaMa is an organization for international families in Delft and the surrounding areas that has coordinated **over a decade** worth of events, workshops, playgroups, and meet-ups in Delft. **Founded in 2007**, Delft MaMa reaches thousands and offers information, support, community and events through a strong and constantly evolving network of kind, devoted and active members who are working toward inclusion and want to make Delft their own and their families’ new home.

There is huge opportunity for this organization to grow, and we are seeking passionate and energetic people to join our team and grow with us.

**Position Summary**

We are looking for someone who is enthusiastic about helping people share their stories! In their role coordinating the award-winning bi-monthly Delft MaMa blog, this person will work closely with the Delft MaMa community, writers and a team of proofreaders to produce accessible content for a vastly diverse community.

Your role will move from long-term blog planning to recruiting writers and working with a team of proofreaders to ensure the quality of the written content before it is uploaded onto the blog. You will also work with the Communications team to develop and implement ideas for increasing accessibility of the blog for the community.

**Job Duties & Responsibilities**

* Work closely with the members of the Delft MaMa community to ensure the content of the blog remains socially relevant
* Develop and implement a streamlined workflow for working with writers and proofreaders
* Work with the Communications team to ensure that people are aware of new content on the blog (via social media channels)
* Create one or two editorials a year
* Review and implement the DMM Blog Editorial Policy to be published on the website
* Report to the Delft MaMa Communications Director

**Requirements**

* You are respectful and possess cultural awareness and sensitivity. You are moreover compassionate, enthusiastic, proactive and pragmatic, and capable of problem solving with diplomacy
* You have good interpersonal and organisational skills/planning skills along with great communication skills (both in writing and verbal)
* You love to write and you love to share information with others
* You love to help people share their stories and knowledge
* Knowledge of (or a strong desire to learn!) basic WordPress and readability for SEO
* Ideally, you have experience in managing a blog and a collaborative team

**So what’s in it for me?**

Although there’s currently no financial benefit associated with the position, there are some tangible benefits:

* Skill up in communications and international organizations.
* You’ll develop/improve your leadership skills.
* You’ll work closely with a vast network of diverse people with diverse talents.
* You’re empowered to make decisions about the structure of the blog in line with the Delft MaMa mission – which gives you both influence and responsibility.
* We support putting this volunteer position on your LinkedIn profile, and you will get an excellent recommendation after a 3-month trial period.

**Thank you for your application.** Please email your CV and cover letter to hr@delftmama.nl

