

Virtual Volunteer

Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec

Key Responsibilities	<ul style="list-style-type: none"> • Assist with computer tasks such as data entry, marketing, research, and writing. Examples include: <ul style="list-style-type: none"> ○ Search school websites for email addresses of local teachers to compile into a teacher directory. We promote our education offerings through email. ○ Write a 400-word post for the Blue Ocean Society blog. ○ Proofread a document and return it within 48 hours. ○ Develop designs for a flyer, t-shirt, or other promotional materials using BOS style guidelines.
Time Commitment	Schedule is flexible. Most tasks can be completed any time of day from any location. Sign up to help with tasks when you have free time.
Location	Portsmouth and Hampton, NH and the surrounding community.
Qualifications	<ul style="list-style-type: none"> • Easy access to a computer. • Familiarity with Microsoft and Google programs preferred. • Writing experience is helpful.
Supervisor	Depends upon the project.
Benefits	<ul style="list-style-type: none"> • Support the BOS mission to protect marine life in the Gulf of Maine by completing behind the scenes tasks. • Learn about the day-to-day tasks needed to support a growing non-profit organization.

Questions? Email volunteer@blueoceansociety.org