

Job Role: Memberships and Comms Assistant

Remuneration & hours

3 days a week, 9:30-6pm

£24,500-£26,500 (depending on experience)

Permanent

Perks

- Unlimited holiday policy
- Enhanced sick leave policy
- Flexible approach to remote working
- Sabbatical leave (unpaid)
- Core hours policy

Job Description

gal-dem is a new media publication that spotlights the voices and experiences of people of colour from marginalised genders. Our output spans traditional journalism, audio and video.

We have a membership model that we are expanding, and are looking for a Membership and Comms Assistant to support with membership marketing and comms.

Our membership model launched in 2020, as it's vital that we are empowered by the community we exist for. Since its launch, we have a community of just under 2,000 members who we offer perks to via our events, newsletters, exclusive discount codes, opportunities and much more!

We are currently revamping our membership, making changes that will allow us to shape the membership in new and exciting ways. The Memberships and Comms Assistant role will be a huge part of our membership relaunch at gal-dem. The role will sit in our Social and Communications team, helping to market our membership relaunch to existing and new members, and craft comms, newsletters and social copy for the membership.

We're looking for someone who is passionate about gal-dem's values, and is excited about community engagement and digital platforms.

Required Work

- Responsible for producing and sharing regular member communications across various digital platforms. This includes weekly newsletters, community posts, and exclusive member perks and event information.
- Updating and maintaining our email welcome journeys
- Supporting the social team with writing engaging copy for consistent membership comms and campaigns across our channels
- Working closely with our Membership and Community Manager to contribute to our communication and marketing strategy - bringing thoughts and ideas on how to develop our membership content.

Key Skills

- Marketing experience producing promotional content
- A keen eye for detail in producing digital content
- A strong copywriter, able to confidently communicate the perks and benefits of our membership, and the crucial impact our members have on our work
- Experience producing social media content relating to membership activities and campaigns
- Generating ideas for membership campaigns, content and general comms
- Ability to organise a varied and changing workload in a fast-paced environment