



Job Description: e-Publicity

Position Title: e-Publicity

Location: Buddhist Fellowship (BF)

Reports to: e-Publicity, Coordinator

Commitment: Flexible; based on campaign or project timelines

Overview:

As a volunteer in the e-Publicity team, you will help craft and share inspiring Dhamma messages across digital and print platforms. Whether your strengths lie in writing, design, or social media, your contribution supports the spread of the Dhamma and promotes BF's events and initiatives to a wider audience.

This is a great opportunity for creative individuals who want to express the Dhamma through modern tools and storytelling formats.

Key Responsibilities:

- Create digital content such as event write-ups, quotes, and Dhamma reflections for newsletters, websites, and online platforms.
- Design visual materials (e.g., posters, banners, infographics) using tools such as Canva, InDesign, or Photoshop.
- Help manage BF's social media presence (e.g., Facebook, Instagram), including scheduling posts, responding to engagement, and maintaining tone and branding.
- Assist in developing content calendars and planning publicity timelines for major BF events.
- Collaborate with other teams to ensure timely promotion of Dhamma talks, retreats, and community activities.

Requirements:

- Strong interest in writing, digital media, design, or communications.
- Experience with design or publishing tools is a plus.
- Good command of written English and attention to detail.
- Ability to work independently and meet deadlines.

Benefits:

- Use your creative talents in service of a meaningful cause.
- Develop portfolio-quality work in writing, design, or digital marketing.
- Gain experience in content strategy, communications, and branding.
- Be part of a vibrant, value-driven team promoting Dhamma to a wider community.