

## Vacancy: Marketing & Communications Officer (volunteer position)

**Organisation:** Endless Medical Advantage (EMA)

**Duration:** 6 Months

**Commitment:** 4-6 Hours per week (flexible)

**Location:** Remote

EMA is looking for a strategic **Marketing & Communications Officer (volunteer position)** to help us amplify our voice and grow our digital community. We are a small, dedicated team, and we need someone to take our online presence to the next level - to stay in touch better with our loyal community of supporters and donors, and grow our reach and impact.

### Your Role

Your primary goal is to lay the foundation for a long-term communications strategy, so we can build the EMA brand online. You will be analysing our current online presence and provide the EMA team with a detailed plan and advice on how to improve our brand, the quality of our communication and how to grow our reach across several platforms. If time allows, you are also able and willing to guide our staff to acquire the knowledge needed to execute the communications strategy. Ultimately, our question is: how can we ensure that our message reaches and resonates with our audience, and drives meaningful engagement? In order to accomplish this, we need a long-term, sustainable approach to our digital strategy.

### Key Responsibilities:

- **Analyse** our current marketing and communications efforts and identify opportunities for improvement
- **Provide** us with a **detailed plan** tailored to implementation. The plan should include the following topics:
  - **Branding & design:** Advice on how to implement a consistent, professional visual identity fitting with EMA's mission and vision
  - **Social media management:** Develop our content calendar and advice on how to grow our reach and visibility
  - **Newsletter:** Advise on how to optimise our newsletter strategy to increase subscribers and improve open/click rates
  - **SEO optimisation:** Perform a "health check" on our website and fix SEO basics to ensure we are discoverable

### Who you are

- **Experience:** You are an experienced Marketing & Communications Officer, who wants to dedicate a couple of hours a week to contribute to a small UK charity working in Lebanon and Syria
- **Self-starter:** You are comfortable working independently in a remote, flexible environment
- **Mission-driven:** You are passionate about the work EMA does and want to help us make an impact
- **Cultural sensitivity:** You understand the importance of adapting to the cultural context you are working in

### What we offer

- **Flexibility:** Work from anywhere, at the times that suit you best
- **Impact:** A chance to contribute to a growing, locally-led NGO
- **International experience:** Collaborate with a diverse team that's mainly based in Lebanon and Syria

### How to apply

Please send your CV and a short introduction to [contact@endlessmedicaladvantage.org](mailto:contact@endlessmedicaladvantage.org) by **28 February 2026**.