

# VOLUNTEER CONTENT WRITER



GIFT YOUR SKILLS TO WOW & ITS PROJECTS

**Thank you for your interest to volunteer with us.**

*Volunteering can be an extremely rewarding experience.*

Women Of Worth, India was founded in 2008 and our mission is to empower women across cultures and ethnicities to stand up for justice, equality and change in all facets of life and society, in both local and global contexts through advocacy, training and rehabilitation.

Our volunteers provide crucial support and aid to the continuing mission of Women Of Worth and our projects through the generous gift of time and talents. In turn, the benefits to you include: being part of an exciting and dedicated team, a chance to give back to your community, free access to events and exhibitions, gain useful experience in organisational, communication and research skills, work with a variety of people and enhance your CV.

The greatest reward is the knowledge that you will help to bring an awareness and change to those who truly need it. Giving a voice to the people in our projects who are fighting for human rights is one of our main goals, and your objective will be to write articles, conduct research and take interviews and write creatively for marketing on our website, in print and on social media. Our main projects include:



Enclosed is our volunteer content writer form. Please print it out, fill it in and write to the email below to schedule an appointment for a screening interview. Bring your completed application form with you. A request for a resume may be made, so keep that handy too.

For questions please email [wow@womenofworth.in](mailto:wow@womenofworth.in) with **<volunteer enquiry>** in the subject field. We look forward to welcoming you as one of our newest volunteers.

Thank you for your interest.

Sincerely,  
**Sunjula Daniel**  
Operations Manager

# VOLUNTEER REQUIREMENTS

**Key Responsibilities:** Typical activities volunteers will be asked to assist with include, but are not limited to the following:

- Assisting with preparation of newsletter content
- Assist with design of print material
- Assisting in maintenance of website, social media pages, training material
- Write a variety of unique material for our website, blog and social media
- Research ideas, sources and facts pertinent to the topic assigned and on a wide variety of topics relating to our mission
- Develop engaging content to make the article interesting to readers
- Writing articles from press releases and other material
- Proofread content
- Read content created by other content writers to give feedback
- Ensure content produced are in line with SEO (search engine optimisation) strategies
- Organise and share ideas in google drive - (Potential topics)
- PR tasks such as writing press releases, talking to the media and volunteering experts for interviews
- Meet submission deadlines

## **Skills and Qualifications:**

- Punctual and dependable
- Ability to see task through completion
- Strategic vision
- Creative with a questioning attitude, and an eye for detail
- Knowledge of Microsoft Office Programs or equivalent Mac programs preferred
- Excellent writing skills
- Fluent English - written and spoken
- A commitment to human rights
- Great interpersonal skills
- Ability to work cohesively in a team and independently
- Ability to use initiative Desirable
- Experience writing for blogs
- Able to maintain clear boundaries and confidentiality
- Whilst a degree in journalism or communication would be a distinct advantage, your enthusiasm and experience will be just as important

## **Equipment Required:**

- Standard IT equipment with internet and email access.
- Access to Microsoft office (copy can be written in Word) or Pages or Notepad on a Mac
- PDF viewer - this can be downloaded for free from the Adobe site

## **Hours:**

Please keep a record of the hours you are involved with the task and send them to your manager. This allows us to measure the impact your volunteering has on the work of the organisation.

## VOLUNTEER CONTENT WRITER APPLICATION FORM:

Name: \_\_\_\_\_ Gender: \_\_\_\_\_  
Date Of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Pin: \_\_\_\_\_  
Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name + Address Of Employer/College/School: \_\_\_\_\_

Position/Class/Year: \_\_\_\_\_

Parent's/Guardian's Name (if under 18 years): \_\_\_\_\_

Parent's/Guardian's Phone (if under 18 years): \_\_\_\_\_

In case of emergency contact: \_\_\_\_\_

Please provide a copy of an identity proof and tick the relevant one:

Aadhaar Card  Passport  Driving License  PAN Card

Are you required to volunteer?  No  Yes If Yes, why: \_\_\_\_\_

Have you ever been convicted (found guilty) of a crime?: \_\_\_\_\_

Interests: Please tick areas you are interested in volunteering:

Languages Spoken: \_\_\_\_\_

Please tick days available:  Mon  Tues  Wed  Thur  Fri  Sat

Times available: From \_\_\_\_\_ to \_\_\_\_\_

Dates available (if on a short stint): \_\_\_\_\_

Would you like to commit to a period of time? Yes yes please tick an option:

1 week  1 month  3 months  6 months  1 year  other

If other, please give details: \_\_\_\_\_

### **TERMS:**

#### **As the content writer you:**

- Will ensure that WOW is free to exclusively use the content you write during your volunteering time without breaching copyright or any agreements you may have made with third parties
- Are in agreement with the content of the generic Volunteer Agreement
- Are in agreement with the brief supplied to you (which will include timings and format)
- Will ensure that when writing, privacy of the subjects is respected (e.g. when the identity of a person is to be withheld)
- Obtain written permission from parents/guardians of any children being written about
- Will let us know if you give any third parties content about WOW activities and projects for non-private purposes

**Women Of Worth (WOW):**

- Will credit you with the content you write, where applicable (example blog articles) Your name /WOWIndia
- Will have a named member of staff for you to liaise with and answer any enquiries you have for any brief you are given
- Can supply the content to external organisations, as long as it is relevant to the work of WOW

**These terms are agreed by both parties as signed below:**

I agree to abide by WOW’s policies in relation to privacy and obtaining the informed consent of the subject for particular stories I write about on behalf of WOW. I agree to provide all content written by me during the course of my volunteer role to WOW. I agree the content written by me during my volunteer role are the property of WOW, and I give permission for WOW to edit or alter the content. I agree to abide by WOW’s policy and any instructions I receive from WOW regarding writing about children. I agree that WOW may use the content written by me during the course of my volunteer role:

- globally or locally within India
- for advertising and marketing in print, web and social media
- to pass on to other partner organisations or to provide to law enforcement or other relevant government agencies
- WOW agrees not to sell the content
- WOW will not pay me for the content

**Declaration and acceptance:**

By signing this consent form, I acknowledge that I have read, understood and agree to the above terms and conditions. As a volunteer of at Women Of Worth, I agree to abide by the policies and procedures. I understand that I will be volunteering at my own risk and that the organization, its employees and affiliates, cannot assume any responsibility for any liability for any accident, injury or health problem which may arise from any volunteer work for the organization.

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
Name & Signature Of WOW INDIA Representative

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

What attracted you to volunteer with us? Is there an aspect that motivates you to be a part of our mission?

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What would you like to get out of your volunteer experience/internship? What would make you feel like you have been successful?

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Have you ever volunteered? If yes, for what agency / position / year?

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Describe the agency and your volunteer responsibilities.

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What have you enjoyed most about your previous volunteer position(s)?

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What skills and qualities do you feel you have to contribute to Women Of Worth?

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Are you willing to commit to the volunteer requirement we set?

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