



Volunteer Opportunity: Digital Communications Creator

Time commitment: Approximately 4–6 hours per week

Location: Remote, flexible hours

Duration: Ongoing

Mindfulness Everyday is looking for a creative, organized and enthusiastic volunteer to help us share our programs, events and resources with our community.

What you'll be doing:

- Creating engaging social media content and graphics using Canva.
- Writing and scheduling posts for Facebook, Instagram and LinkedIn.
- Preparing and formatting our email newsletters.
- Maintaining a simple communications calendar.
- Helping us grow our online presence and community engagement.

What we're looking for:

- Experience with Canva and social media platforms.
- Familiarity with email marketing tools such as Mailchimp or CyberImpact.
- Good writing, communication and organizational skills.
- Creativity, attention to detail and the ability to work independently.
- An interest in mindfulness, wellbeing and community engagement.

You'll be part of a small, friendly and collaborative team, helping us bring mindfulness and compassion to more people.

Interested? Please send your resume and information about your relevant experience to Natanya.mandel@mindfulnessseveryday.org