

Position Title: Marketing and Communications Volunteer

Reports to: Center's Development Department team

Overview of the position: Assist the Director of Development and Communications Manager in communication and marketing objectives.

Specific Responsibilities:

- Writing articles for the Center's Newsletters, E-newsletters, Annual Report and/or Center Blog.
- Designing E-newsletters within Constant Contact.
- Creating flyers and handouts for the Center's programs, special events or third-party fundraising events (i.e., Free Clinic Day or summer therapy announcement.)
- Help organize the Center's client story bank and generate additional client stories.
- Assist with the Center's social media and website updates.
- Help plan small or internal Center events.

Time Commitment: Flexible schedule, two (2) hours a week is preferred with a minimum commitment of 20 hours. Available hours to volunteer are Monday-Friday, 8:30 a.m. to 4:30 p.m.

Qualifications:

***Age requirements:** Must be at least 18 years of age.

***Skills/education:** Ability to work independently, strong written and verbal communications skills and effective time management. Experience with Microsoft Office (specifically Publisher) and Constant Contact is preferred.

***Experience:** A degree in or actively pursuing a degree in marketing, communications, public relations, journalism or graphic design.

***Training and screening required:** In addition to Orientation, you will meet with the Director of Development to learn job specifics.

Benefits to the Volunteer:

Assisting the Center to raise money to help individuals with communication disorders, gain social networking opportunities and marketing experience.

I have read the above position description and understand the responsibilities and commitment of the volunteer position. I agree to perform them to the best of my ability.

Volunteer Name: _____ Date: _____

Volunteer Manager: _____ Date: _____