



EVERY ACT OF KINDNESS MATTER

Our Development office is looking for volunteers to assist with communications.

Hours vary depending on availability. Ideally 5 hrs/week.

We have 4 openings.

The skills vary according to the needs:

- Update local resources list to clients
- Update and share local events
- Assist in developing social media strategy and content
- Assist in developing new flyers
- Assist in developing digital annual report
- Assist in developing testimonials of volunteers, clients, and partners
- Assist in developing video training
- Assist with translation to Spanish and other languages
- Assist with web design
- Assist with photography and video production
- Assist with office administrative support, including but not limited to answering incoming calls, preparing outgoing correspondence, and receiving and directing office guests

Qualifications:

- Excellent writing skills
- Friendly, personable communication skills; ability to speak confidently over the phone
- Strong knowledge of Microsoft Office and Google products (Gmail, Drive, Docs, Forms, etc.)
- Ability to prioritize and manage multiple responsibilities; ability to work with diverse populations; high degree of creativity; high energy, maturity, and leadership
- Ability to work independently

DEVELOPMENT