

Marketing & Communications Support Team

Positions:

- Graphic Design Assistant: Assist with the creation of printed and digital materials for events, social media graphics, t-shirts, etc.
- Website Assistant: Assist with posting general updates to the website, reviewing for updates and accuracy
- Social Media Assistant: Assist with finding social media content, posting event information on relevant community calendars
- Newsletter Assistant: Assist with formatting of the newsletter, preparation of newsletter content
- Video Assistant: Help with creation of video content for Children's Attention Home on a quarterly basis
- Photographer: Help with capturing special moments at the Children's Attention Home to share internally and externally

Purpose: To assist the Children's Attention Home with marketing and communications efforts. This team will ensure the newsletter, website, and social media channels of the Home contain relevant information, maintain timely updates, and accurately promote the brand and mission of the Children's Attention Home.

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

- Assisting with preparation of the newsletter content
- Assist with the design of event flyers
- Ensure accuracy of calendar of events
- Ensure posting of event information on relevant community calendars (Chamber of Commerce, Visitors Bureau, etc.)
- Assist in curating content for social media channels
- Assistance with other organizational marketing and media efforts

Time Requirement:

- Schedule is flexible and will vary depending on task and volunteer availability.
- Some projects must be done in the office and will take place during regular office hours (Mon - Fri), while other projects can be completed remotely

Skills and Qualifications:

- Punctual and dependable
- Ability to see task through to completion
- Knowledge of any of the following programs is preferred - Wordpress, mass email systems, Google Suite programs, Canva, Adobe products, Microsoft Office
- Previous journalistic writing or editing experience
- Knowledge of places to share content and materials

Supervision:

- Positions will be supported by the Community Resource Director
- May be assigned to assist the Outreach Coordinator, depending on the project

Benefits:

- Be part of fulfilling the mission of the Children's Attention Home
- Gain marketable experience and develop personal skills

Requirements:

- Complete Volunteer Packet, including Central Registry Check and SLED check (includes \$16 fee for background checks)
- Complete 1 hour general volunteer orientation and 1 hour area specific training