



## **VOLUNTEER JOB DESCRIPTION MARKETING & COMMUNITY RELATIONS ASSISTANT**

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| <b>Location</b>         | New Hope Center, Inc.<br>443 Manhattan St., PO Box 189, Chilton, WI 53014   |
| <b>Basic Assignment</b> | One or more individuals available year-round to provide general department administrative assistance and help promote NHC through a variety of supportive and creative marketing efforts.   |
| <b>Requirements</b>     | Minimum age of 18 years.<br>Ability to communicate effectively.   |
| <b>Job Description</b>  | New Hope Center is a trusted provider and passionate advocate for people with disabilities in East Central Wisconsin. Volunteer assistance is needed to promote NHC and its initiatives. Volunteers having experience in <b>any</b> of the duties, responsibilities, and qualifications listed below are needed.  |
| <b>Responsibilities</b> | Include but are not limited to: <ul style="list-style-type: none"><li>• Dependably to meet deadlines.</li><li>• Assist with writing, editing and publishing press releases, media advisories, PSA's, community calendar notices, publications, blog, Facebook and Twitter postings, and other materials promoting New Hope Center.</li><li>• Update Facebook, Twitter and website as instructed.</li><li>• Produce publicity photos.</li><li>• Assist with the creation and distribution of publicity for NHC functions, campaigns and special events.</li><li>• Contact local media and businesses to generate support for programs, campaigns, and events.</li><li>• Assemble and record press clippings, past and present.</li><li>• Help to prepare marketing reports.</li><li>• Participate in NHC marketing staff meetings (weekly).</li><li>• Attend NHC events.</li></ul> |

new hope center, inc

PO BOX 189 • CHILTON, WI 53014 • 920-849-9351  
[www.newhopeinc.org](http://www.newhopeinc.org)

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| <b>Qualifications</b>           | <p>Positive attitude, willingness to succeed.</p> <ul style="list-style-type: none"> <li>• Proven journalism skills</li> <li>• Experience in photography</li> <li>• Computer/typing skills using MS Office Suite: Word, Outlook, Excel, PowerPoint; Adobe Creative Suite: Illustrator, InDesign, Photoshop; Internet; Facebook, Twitter and other Social Media tools.</li> <li>• Comfortable promoting NHC members and activities.</li> </ul> |
| <b>Orientation and Training</b> | <p>Orientation and ongoing volunteer coaching.<br/>Work directly with the CEO and Development and Marketing Director.</p>   |
| <b>Times Needed</b>             | <p>Days/times as scheduled by the development and marketing director and operational staff.</p>   |
| <b>Comments</b>                 | <p>The projects are interesting and fun, as are the people working on them. We need a special volunteer or combination of volunteers to improve our effectiveness with a professional touch in publicity. For more information, call 920-849-9351 or email <a href="mailto:volunteer@newhopeinc.org">volunteer@newhopeinc.org</a></p>   |