



VOLUNTEER JOB DESCRIPTION MARKETING & COMMUNITY RELATIONS ASSISTANT

Location	New Hope Center, Inc. 443 Manhattan St., PO Box 189, Chilton, WI 53014
Basic Assignment	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.
Requirements	Minimum age of 18 years. Ability to communicate effectively.
Job Description	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 any of the duties, responsibilities, and qualifications listed below are needed.
Responsibilities	Include but are not limited to: <ul style="list-style-type: none">• Dependably to meet deadlines.• 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.• Update Facebook, Twitter and website as instructed.• Produce publicity photos.• Assist with the creation and distribution of publicity for NHC functions, campaigns and special events.• Contact local media and businesses to generate support for programs, campaigns, and events.• Assemble and record press clippings, past and present.• Help to prepare marketing reports.• Participate in NHC marketing staff meetings (weekly).• Attend NHC events.

new hope center, inc

PO BOX 189 • CHILTON, WI 53014 • 920-849-9351
www.newhopeinc.org

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Qualifications	<p>Positive attitude, willingness to succeed.</p> <ul style="list-style-type: none"> • Proven journalism skills • Experience in photography • 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. • Comfortable promoting NHC members and activities.
Orientation and Training	<p>Orientation and ongoing volunteer coaching. Work directly with the CEO and Development and Marketing Director.</p>
Times Needed	<p>Days/times as scheduled by the development and marketing director and operational staff.</p>
Comments	<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 volunteer@newhopeinc.org</p>