



Title: **VOLUNTEER RESOURCES - MARKETING & COMMUNICATIONS ASSISTANT**
Reports To: Volunteer Specialist
Type: Volunteer Position (Internship Available)
Duration: Fall term, Spring term and/or Summer; ongoing

Position Summary:

Assist with the marketing and communications of volunteers for Community Action Partnership of Ramsey & Washington Counties.

Benefits of Volunteering:

Gain human resources, volunteer management, marketing and communication skills, portfolio development, and professional networking. Knowledge that you are helping children and families thrive!

Essential Functions:

Duties & Responsibilities:

- Aid with recruitment, screening, retention and recognition of volunteers
- Develop marketing materials (written, visual, social media, etc), as needed
- Help at special events and assist with community outreach activities
- Distribute marketing materials in the community
- Assist with measuring the impact of volunteers, which may include writing profiles of their accomplishments and taking photos
- Conduct internet research, as needed
- Update community outreach email contact databases (faith-based, service clubs, etc)
- Other duties as assigned

Safety: Responsible for conducting all duties in a safe manner.

Affirmative Action: Responsible to follow affirmative action plan as set forth and signed by the Board of Directors.

Qualifications:

Education & Experience:

- Must be at least 18 years of age
- Must possess or be pursuing a Certificate, Associate's or Bachelor's in Volunteer Management, Human Resources, Marketing, Communications or Human Services

Abilities & Skills: In order to be successful in this position, the volunteer will at minimum need to possess the following abilities and skills:

- Experience or completed at least one college course in human resources/volunteer management or communications/marketing. Experience as a volunteer desired
- Telephone, customer service and interpersonal skills. Graphic arts design skills desired
- Reliability and punctuality, flexible schedule, able to work independently
- Access to computer, Internet, email, and telephone from home or school
- Must have computer skills (Word, Excel, PowerPoint) and ability to keyboard accurately (typing skills). Google Forms and Photo Editing software skills desired
- Possess strong written and verbal communication and be skilled in establishing productive relationships with program, agency staff and community representatives.

- Must be well organized and particularly adept at managing many details and tasks accurately as well as efficiently in an occasionally fast paced environment.
- Must be comfortable interacting with people of diverse backgrounds, education, economic status, and culture
- Demonstrated ability to handle confidential information in a professional and discreet manner
- Fluency in English language (written and spoken). Bilingual in Hmong, Karen, Nepali, Somali, Spanish or another language desired
- Valid driver's license and access to automobile desired
- Must successfully pass a criminal background check and provide references
- Ability to turn in timesheet on a monthly basis to the Volunteer Specialist

Physical Requirements:

Normal office exertion required. Ability to lift 20 lbs desired.

Mental Requirements:

This position requires the ability to prioritize and manage multiple tasks under sometimes stressful conditions. Must be able to function independently with minimal supervision, accept support as needed, and be an effective team member. Must be self-motivated, dependable, and demonstrate both leadership skills and mature judgment abilities

Environmental Requirements:

Normal office environment. Occasional travel required to and from program sites, events, and community agencies - mileage reimbursement available. If you do not have access to an automobile, you may be able to carpool with a department colleague.

Time Commitment:

Two or more hours per week. Commitment of at least one semester, summer term or 3+ months. Weekday daytime when volunteering at the office. Available for Fall term, Spring term and/or Summer; ongoing - unless the position has been filled.

Location:

Volunteer from home or school. Assist at the office occasionally and attend regular check-in meetings. 450 Syndicate St North, St Paul, MN 55104 (Office is located on the Green Line train route.)

Advance Registration for College Students:

Yes, you can reserve this internship position by registering in advance. Example: be accepted for fall term by registering during spring term and meeting with us before you depart for the summer.

REGISTRATION INFORMATION:

Complete an Ongoing Registration Form at www.capr.org/take-action/volunteer and email/scan resume & references to volunteers@caprw.org
 Questions? Email or call 651-603-5979

The mission of **Community Action** is to reduce the causes of poverty and its impact on people's lives in our community. Community Action Partnership of Ramsey & Washington Counties provides a variety of programs including Energy Assistance, Energy Conservation, Head Start, Early Head Start, Civic and Community Engagement Programs. Visit www.capr.org to learn more.

Note: The above statements are intended to describe the nature and level of efforts being performed by persons assigned to this volunteer position. They are not intended to be an exhaustive listing of all responsibilities, duties, and skills required, and management reserves the right to make modifications at their discretion.