



## VOLUNTEER POSITION DESCRIPTION

**POSITION TITLE: Marketing Assistant**  
**REPORTS TO: Director of Development**

### HOURS

Hours vary based on need. Some assignments can be completed from home while other assignments require the volunteer to work at the Center office during normal business hours.

### TASKS

- Design new brochures to detail the agency's programs and service
- Prepare invitations for special fundraising events
- Update existing brochures for reprinting
- Write and import articles for the quarterly newsletter
- Assist with website maintenance
- Draft press releases
- Other tasks as assigned

### QUALIFICATIONS

- Experience with design software, specifically Adobe and/or Publisher
- Experience with website maintenance software or a willingness to learn
- Desire to produce eye-catching marketing materials
- Access to e-mail is helpful
- Valid driver's license and/or transportation

### BENEFITS

- Utilize and refine marketing and design skills
- Build a college application or resume
- Assist in creating a community profile for the organization
- Flexibility in scheduling
- Be a welcomed part of the organization