



VOLUNTEER POSITION DESCRIPTION COMMUNITY RELATIONS

TITLE:

Marketing and Communication Specialist Volunteer CR-MC

MAJOR OBJECTIVE:

To grow awareness of Mary S. Roberts Pet Adoption Center, its mission, brand, programs and services.

RESPONSIBILITIES:

1. Assist in the development of center's print communications including marketing collateral materials
2. Ensure that center's brand is consistent and accurately represents the organization's mission and goals.
3. Work closely with development team
4. Dedication to the center's philosophies

QUALIFICATIONS:

1. Prior experience in marketing and communications preferred
2. Must be creative, have excellent organizational and communication skills
3. Computer savvy
4. Minimum 18 years of age

TRAINING:

1. Attend MSRPAC's volunteer general informational session
2. Interview with Volunteer Services Manager or designee

TIME AND PLACE:

Shifts available during regular hours of operation.

COMMITMENT:

Minimum of one hour per week for six months

SUPERVISION:

Direct supervision by the Director of Development. Indirect supervision by the Volunteer Services manager or coordinator.

BENEFITS:

1. Continuing Education
2. Recognition events

3. Volunteer newsletter
4. 10% discount at Critter Corner Pet Store
5. Personal fulfillment
6. Licks, wags and purrs!