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A 501(c)(3) Nonprofit Organization

Volunteer Position Description- Communications Manager

Tri-County TRIAD is excited for the 18th annual No Senior Without Christmas (NSWC) event coming up December 6, 2018. This beloved event would not be the success it is without the dedicated volunteers, law enforcement, and fire personnel working so hard to buy, pack and deliver 350 boxes of cheer to the needy, home-bound older adults in the Tri-County region of Ingham, Clinton, and Eaton counties. We are gearing up now to start planning this year's event and there are several opportunities to be involved. Join the NSWC Planning Committee to help make NSWC 2018 a success!

Position Title: Communications Manager

Position Description: Communications Manager works closely with the NSWC Planning Committee Co-Chairs to coordinate all event communications. Responsibilities include: creating talking points for volunteers, write and distribute press releases, provide language and ensure consistency of all event materials posted to web, social media, and other outlets, work closely with Social Media Team to execute successful NSWC campaign, coordinate interviews with local media, and review all documents related to the event (i.e. referral letters, referral forms, etc.).

Qualifications: Strong writing and editing skills, graphic/web design experience, basic knowledge of WordPress, public relations and media experience.

Hours: 1-2 hours per week leading up to event; attend November NSWC Planning Committee Meeting, and attend event on December 6, 2018.

Reports to: NSWC Planning Committee Co-Chairs

Start Date: June 1, 2018

End Date: December 6, 2018

To Apply: No need to send us your resume! Please just send us an email (or letter) telling us about you and why you are qualified for this position.