



P.O. Box 26182 • Lansing, MI 48909
517.483.6680
www.TriCountyTRIAD.org

A 501(c)(3) Nonprofit Organization

Volunteer Position Description- Community Relations Specialist

(Insert blurb about TRIAD)

Position Title: Community Relations Specialist

Position Description: The Community Relations Specialist will work closely with the Board of Directors to plan, implement, and analyze public relations and marketing strategies to advance TRIAD's mission and goals. Responsibilities include, planning events, developing and maintaining community contacts that help support TRIAD's goals, and work closely with social media team to manage accounts.

Qualifications: Excellent written and verbal communication skills, strong interpersonal skills, proficient in Word and Excel, strategic mindset, and experience with collaborative and community initiatives.

Hours: 1-2 hours per week

Reports to: Board of Directors

Start Date: Ongoing

End Date: Ongoing

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.