

Special Events & Publicity Coordinator
Job Description

SAMPLE

Supervisor:

Hire Date: July 1, 1998 (train with current VISTA before hire)

Outlined below are the responsibilities of the Special Events & Publicity Coordinator (a VISTA volunteer). Desired skills and experience follow.

Mission: creates partnerships among God's people to build simple, decent homes. We maintain a strong, diverse community by providing homeownership opportunities to those with very low incomes.

The Special Events & Publicity Coordinator will:

- * Communicate mission to the public:
 - supervise the production of organization's newsletters,
 - develop publicity,
 - work with media contacts to develop local support,
 - update World Wide Web page.
- * Maintain affiliate outreach materials:
 - develop publicity ,
 - develop publicity,
 - family profiles and scrapbooks,
 - affiliate scrapbook.
- * Assist in development activities:
 - research, manage and produce fund-raising events in partnership with the Associate Director,
 - assist with Annual Meeting.

Skills/Experience Desired:

- Training/experience in marketing and communications: excellent writing, speaking skills.
- Leadership skills: ability to think critically, organize large projects and manage multiple projects; ability and willingness to delegate tasks and supervise volunteers effectively.
- Desktop publishing/word processing skills.
- Experience in event coordination.
- Passion for the mission of _____ and willingness to increase knowledge of affordable housing.

Benefits (as of December 1997):

- Monthly stipend of \$607.
- Training support from Corporation for National Service office: VISTA may request Federal funds for any relevant training programs throughout the year.
- Year-end educational award of \$4,725 to pay off past loans or to finance graduate education.
- Federal holidays off, plus 10 days personal leave and 10 days medical leave.
- Full medical insurance.
- Positive, upbeat work environment with a motivated staff.