

**Literacy Green Bay**  
**Detailed Job Description**  
Volunteer Marketing & Special Events Assistant

Reports to: Executive Director

Pay Range: Voluntary/Internship

Hours: 5-15 hrs/weekly

Work hours to be mostly daytime, Mon-Fri, and will be arranged with Executive Director and Community Engagement Coordinator.

**SUMMARY:**

Primary function is to work closely with the Community Engagement Coordinator and Executive Director to assist in increasing community awareness, planning events, raising funds and attracting new donors.

**MARKETING RESPONSIBILITIES**

- Assist Community Engagement Coordinator in designing, formatting and editing Annual Report
- Assist in maintenance of website and update content (pictures, organization and program information) on a regular basis
- Assist in creating and updating any program marketing materials
- Assist in posting and monitoring items on social media daily
- Assist in maintain e-newsletter distribution list
- Assist in representing organization at informational fairs and community events as needed
- Obtain/Maintain photos and releases of learners and volunteers; Photograph programs, events, participants on a regular basis
- Attend Marketing Committee meetings, as available

**SPECIAL EVENTS RESPONSIBILITIES**

- Assist in coordinating our annual fundraisers and other special events
- Assist with soliciting businesses for donations, door prizes or auction items
- Assist in researching, developing, and planning smaller events or fundraising activities, such as a book fair or restaurant fundraiser
- Help to maintain and update sponsorship contact lists
- Assist in recruiting volunteers to participate/assist at any special events
- Work with Program Managers to help plan recognition events for volunteers and program participants
- Attend Special Events planning meetings, as available

**OTHER**

- Collaborate with other staff as necessary
- As schedule permits, attend/participate in monthly staff meetings
- Attend and assist at special events as available.

To apply, please submit your resume to [rhallet@literacygreenbay.org](mailto:rhallet@literacygreenbay.org)