

Job Description
COMMUNITY RELATIONS VOLUNTEER

Job Mission: To increase OLHSA's credibility, public awareness of the overall perception of its mission, and to cultivate strong partnerships externally and internally through communication and community event planning assistance.

Performance Standards:

1. Provide community relations support to current and new programs as needed.
2. Assist with event planning and community events support.
3. Prepare agency materials for events and meetings.
4. All other duties as assigned.

Objectives:

1. Support community events and meetings.
2. Update agency materials for events.
3. Prepare event box for staff attending community events.
4. Assist with community relations as needed.

Qualifications:

1. Willingness to gain experience in organizing special events and community relations communications.
2. Working knowledge of computer applications especially using Windows environment for word processing.

Length of volunteer term: Ongoing