

# HfHP&D Volunteer Opportunity

**Position:** Newsletters & Website Coordinators

**Number of Positions:** TBD

**Start Date:** ASAP

**Hours Per Week:** 2-6 hours

**Commitment:** Minimum 3 months

## Location:

Habitat office or work from home . Must be willing attend 1 hour meeting at office every two weeks

## Required Skills:

- Strong interest in community relations
- Good communication & leadership skills
- Familiar with the basics of public relations and working with the media
- Enthusiasm, creativity, patience & flexibility
- Willingness to learn about Habitat for Humanity's programs
- Good organizational skills

## Job Description:

Habitat for Humanity Peterborough & District is need of Newsletter and Website Coordinators to work as part of the Public Relations Team. These volunteers will solicit article ideas, write and edit the Habitat Peterborough Newsletter and work to keep the Habitat Peterborough Website current.

## Tasks:

- Obtain information for articles from staff and other volunteers
- Write articles and prepare the newsletter for final editing by Habitat staff
- Assist with newsletter distribution
- Monitor the website and update as needed

## On Your Resume:

- Newsletter preparation for a not-for-profit
- Website maintenance
- Develop interpersonal skills and communication skills, working with a variety of people
- Meet deadlines

