

**Position Title:** Communications Specialist

**Supervisor:** Jennifer Kloesel, Volunteer Coordinator, in conjunction with Dr. Michaela Weber, Interim Executive Director. Call at 360.682.6744 or email [jenniferk@victimsupportservices.org](mailto:jenniferk@victimsupportservices.org) or [michaela@victimsupportservices.org](mailto:michaela@victimsupportservices.org)

**How to Apply (Two options):** Contact Jennifer Kloesel for more information on the Communications Volunteer/Intern position and to receive a Victim Support Services application via email or visit our website at [www.victimsupportservices.org/volunteer-opportunities](http://www.victimsupportservices.org/volunteer-opportunities) to download the application.

**Applicant Type:** Adults, individuals, students (must be 18 years or older), those wanting to familiarize themselves with communications, social media, outreach, and awareness. .

**Description:** Victim Support Services seeks a dynamic, self-starter to assist communications and marketing efforts for our organization. This internship is an excellent opportunity to experience various aspects of communications and marketing while volunteering for a nonprofit organization.

**Essential Position Functions:**

- Development and writing of social media content and strategies
- Help create, write and edit email newsletters and blog posts
- Assisting with community outreach, including building relationships with professionals, updating the client information and donor database, and presentations within the community
- Write effective copy, excelling in correct spelling, punctuation, and grammar
- Edit and proof other team members work and provide constructive feedback
- Develop Social Media Engagement Strategy
- Work with staff to create event invitations
- Outreach to press, media and bloggers

**Location and Time Commitment:** Work from our VSS Administration Office in Everett, WA. Flexible Schedule dependent on internship requirements and VSS staff.

**Minimum Requirements:** Must submit an application and/or resume, complete interview, criminal background check, able to maintain strict confidentiality, must have access to computer, email, internet and phone. Understanding of the basic principles of communications, public relations and/or marketing, must be computer literate (working knowledge of Microsoft Office suite). Possesses excellent written and oral communication and interpersonal skills. If receiving school credit, must be pursuing a degree, preferably in a related field (e.g., English, Marketing/Communications, Journalism, Advertising or Public Relations).

**Volunteer Benefits:** Volunteers get to make an impact on the community and those who may be affected by crime. Volunteers get to connect with others in the community we serve via social

media and other technology platforms. Additionally, volunteers get practical experience with networking, communication skills, branding and gain strong written and verbal communication skills.

**Community Needs Met:** Engage and connect with the community.

**Position Description Agreement (for use upon volunteer or intern placement):**

I have fully read and understand this position description, and I agree to adhere to the parameters of this voluntary role as stated above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_