

## **Communications Lead Volunteer**

Marketing and communications is crucial for promoting the work and spreading the message of Veronica's Voice. It educates and generates concern for the issue of commercial sexual exploitation. It brings in donations, volunteers, sales, and partnerships. The Marketing and Communication team will work together to create a variety of compelling content as necessary. The Communications Lead Volunteer will work closely with the Marketing Coordinator and other key positions to assist with communications. This work will include but not be limited to assisting with monthly VV newsletter, creating and proofing communications, website and CRM updating, special events, VV blog, written communication (hard-copy) to be mailed, and updating the events calendar. The communications lead will be responsible for taking minutes during the Empowerment Board meetings and ensure the minutes are distributed to the board in a timely manner.

### **General Responsibilities**

- Assists with Veronica's Voice monthly newsletter, blog, social media sites and other communications tasks as needed.
- Work together with the Marketing Lead to engage interested volunteers in the marketing and communications team.
- Schedules and hosts monthly meetings with the Marketing and Communications team.
- Documents minutes of the monthly Empowerment Board which includes a list of attendees.
- Member of Veronica's Voice Empowerment Board that meets once a month and will provide updates on achievements, activities, upcoming events and other pertinent information to the Board, Executive Director and President.

### **Application Process**

If interested please email [volunteer@veronicasvoice.org](mailto:volunteer@veronicasvoice.org) with; the 'title' of the volunteer position(s) you are interested in *as the subject line*, and a brief description of your skills, motivation for volunteering for the position, and the amount of time/availability to dedicate to the position. The more information you provide the better we can match you with our needs. Then, register for the next volunteer orientation session at [veronicasvoice.org/event](http://veronicasvoice.org/event). You do not have to have any specified position of interest prior to attending volunteer orientation. Orientation will provide more insight into the positions available.

### **Acceptance and Training**

After you attend volunteer orientation, we will direct you to the volunteer portal to complete and sign the Veronica's Voice Volunteer Policies and Paperwork. Once these forms are complete, we will run a background check. We will also accept a background check that has been completed in the last year. Then, you will be ready to volunteer! All upcoming volunteer events and opportunities will be listed in the volunteer portal.