

## BUSINESS DEVELOPMENT ASSOCIATE Volunteer Opportunity

Requirement:	5+ hours per week
Off-site:	Home & Field
Benefits/Perks:	PJN Staff Member Company E-mail address

### Other Benefits:

- The assurance that you, personally, are helping to further our mission
- Professional credits: useful for job-hunting purposes, especially if you are not currently employed
- Internship credits, as applicable
- Possible future paid employment

ParentJobNet, Inc., a non-profit 501(c)(3) organization, whose mission is to help prepare, educate, and connect public school parents and caregivers with job opportunities, enhance their careers, and help them become financially knowledgeable, is seeking a Business Development Associate.

The Business Development Associate will work closely with the Executive Director and Program Director in developing and maintaining relationships with corporate businesses and Community Based Organizations (CBOs) to secure partnership and/or strengthen relationships with ParentJobNet.

### Responsibilities:

- Assist in developing and maintaining relationships
- Assist in developing and implementing creative corporate sponsorship packages
- Assist in delivering presentations to existing and prospective businesses
- Writing/editing solicitation, fundraising, and promotional materials

### Requirements:

- Business development experience
- Good verbal and written communication skills
- Working knowledge of MS Word, Excel, PowerPoint, Yahoo Mail and Internet research
- Reliable home computer or laptop and Internet connection
- Ability to work independently as well as within a group structure

If interested, please send a cover letter and resume to [info@parentjobnet.org](mailto:info@parentjobnet.org) for consideration. We will consider qualified candidates only. Be sure to type the name of the position in the "subject" field.