



# ParentJobNet

*Connecting Parents with Opportunities  
A Non-profit Organization*

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## COMMUNICATION ADMINISTRATOR Volunteer Opportunity

Requirement: 5+ hours per week

Off-site: Work-at-home

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 parents and caregivers get jobs, enhance their careers, and become financially knowledgeable, is seeking a Communication Administrator.

### Job Description:

The Communication Administrator volunteer will work closely with the Program Director and Website Manager to create, update, and disseminate communication notices to the public.

### Responsibilities:

- Proofread and edit program announcements, flyers, newsletters, and press releases.
- Create write-ups when necessary.
- Communicate program announcements, flyers, newsletters, and press releases electronically.

### Requirements:

- Excellent written communication skills as well as verbal.
- Excellent working knowledge of MS Outlook, 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 interview qualified candidates only. Be sure to type the name of the position in the "subject" field.