

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 prepare, educate, and connect public school parents and caregivers with job opportunities, enhance their careers, and help them 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 for consideration. We will interview qualified candidates only. Be sure to type the name of the position in the "subject" field.