

## VOLUNTEER JOB DESCRIPTION

### **Volunteer Media Coordinator**

The Rocky Mountain Center is looking for a volunteer Media Coordinator to manage all aspects of media relations.

The Media Coordinator will assist the Executive Director in developing a comprehensive media/PR strategy, establishing key contacts within the print and video media, setting up meetings and finding other opportunities to keep the media abreast of our programs and events. This position incorporates public relations, media development, marketing and administrative responsibilities.

**Time Commitment:** Minimum 6-10 hours per week

Minimum Duration: 3 months

Office Hours: Monday-Friday: 9:00 am to 5:00 pm

#### **Duties may include:**

- Prepare and disseminate notices, press releases and advisories about events to increase visibility, attendance and membership.
- Keep track of relevant articles, editorials and news about our members and donors.
- Find opportunities to provide content contributions (e.g. letter to the editor) to improve the community's understanding of our mission
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We are looking for creative, articulate and dependable candidates with excellent communication skills, public relations or media-related experience and a strong interest in international relations. Candidates should be comfortable working independently as well as with a team and have basic organizational and computer application skills.

#### **To apply:**

Please send a resume and brief statement of interest to [volunteer2learn@iie.org](mailto:volunteer2learn@iie.org).

Your statement should include when you are available and how many hours per week you are prepared to commit. You will be contacted after March 15th to schedule an interview.

Please note that all IIE volunteer positions are unpaid, but transportation reimbursement is available for qualified candidates.