
VOLUNTEER DESCRIPTION



ART & HISTORY MUSEUMS
MAITLAND

Title: Communications Aide
Supervisor: Communications Manager
Schedule: Weekdays
Commitment: Two (2) hours per week minimum

Position Summary: The Communications Aide will assist the Communications Manager with public relations, marketing projects and general communications activities.

Duties:

- Work under the supervision of the Communications Manager to complete communication tasks, including, but not limited to –
 - Review institutional needs by collaborating with senior staff,
 - Maintain lists of print, broadcast and internet media,
 - Review print, broadcast and internet media and other resources for complete and accurate information, and
 - Compile information and materials for marketing materials, public relations and internal communications;
- Assist Communications Manager with evaluation process, drafting follow-up reports;
- Maintain communications files (physical and digital) as necessary; and
- Complete other tasks as skill sets permit and as agreed upon with the Communications Manager or the Director of Advancement or the Executive Director.

Qualifications:

- Good written, verbal and interpersonal communication skills;
- Good computer skills, especially Microsoft Office, like Word and Excel;
- Good attention to detail;
- A team player with a strong work ethic who can develop a positive and highly productive work environment while maintaining flexibility;
- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion to meet deadlines;
- Ability to continually develop skills related to use of rapidly changing technology and communications best practices;
- Ability to adapt and be flexible in a dynamic environment; and
- Physical ability to lift objects weighing up to fifteen pounds (15 lbs.), and sit up to ninety (90%) of the volunteer period.

Additional Comments:

- Responsibilities are assigned based on the volunteer's interests, knowledge, and skill sets;
- The schedule is determined by the volunteer's availability and the facilities open hours; and
- Appropriate training is provided to the volunteer in order to complete the assigned tasks.

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