



## Communications Volunteer

### Background of Sustainable San Mateo County:

Established in 1992, Sustainable San Mateo County (SSMC)'s mission is to encourage community action on issues relating to sustainability by providing accurate, timely, and empowering information.

### Position Description:

Working under close supervision of the Executive Director, the volunteer will be responsible for some or all of the following:

- Assist with strategy and implementation of communications for SSMC's programs and events
- Manage SSMC's social media accounts (primarily Facebook and Twitter) with a focus on better engagement with our audiences
- Prepare and send email newsletters using Constant Contact
- Participate in and support SSMC's Communications Committee

Tasks will be assigned based on volunteer interests and goals and SSMC projects and priorities. Course credit may be available to students and should be arranged on a case-by-case basis.

This is a **part-time, unpaid position** that reports to the Executive Director. Work can be completed remotely and hours are flexible.

### Qualifications:

- Has or is pursuing a degree in Communications, Marketing, Journalism, or a related degree, or has sufficient relevant experience
- Highly motivated, independent, and responsible
- Passion for environmental and community sustainability; experience or background in San Mateo County ideal but not required
- Excellent communication skills, strong sense of proper English spelling and grammar
- Proficient in Microsoft Office, online marketing and social media campaigns

### Knowledge and Skills Developed:

- Understand the root causes and inter-relational nature of social problems
- Learn how citizen groups have and can affect change in their communities
- Develop research, communication, advocacy, and/or problem-solving skills

### Application Requirements:

- Resume with relevant experience/coursework
- A cover letter showing your interest and qualifications for the position

Please send all application materials to Adrienne Etherton at [adrienne@sustainablesanmateo.org](mailto:adrienne@sustainablesanmateo.org) as soon as possible with the subject line: "SSMC Communications Volunteer Application".