

Friends of Ottawa National Wildlife Refuge

Press & Print Volunteer

Job Description

Friends of Ottawa National Wildlife Refuge (FONWR), a 501(c)(3) nonprofit corporation located in Oak Harbor, Ohio is seeking a volunteer who shares our passion for engaging the FONWR members and the public in increasing conservation knowledge and awareness with a focus on the Ottawa National Wildlife Refuge Complex and the FONWR.

JOB TITLE

Press & Print Volunteer

LEVEL

Assistant

ACCOUNTABILITY

Reports to the Executive Director. Works with Board Marketing Champion.

TIME COMMITMENT

Flexible based on volunteer availability. Flexibility must meet established deadlines for press and print communications. Approximately 2 to 4 hours per month.

JOB SUMMARY

Assist with informing the FONWR members and public about conservation in general and the Refuge Complex and FONWR in particular

DUTIES AND RESPONSIBILITIES

Specific duties include:

- Creating press releases twice per month
- Using Constant Contact to communicate with members
- Assisting with newsletter content and layout
- Assisting with brochure content and layout
- Other duties as agreed upon by the Executive Director and the volunteer

SKILLS NEEDED

- Basic understanding of using software programs such as Word and Publisher to prepare written material
- Willingness to learn the Constant Contact software to communicate with members and others on the contact list
- Good interaction skills

INTER-RELATIONSHIPS

Contact with FONWR staff, members of the press, FONWR members and the public

WORKING CONDITIONS

All of the work is performed in the FONWR office at the Ottawa National Wildlife Refuge or through the TeamViewer software program and email for off-site connection

COMPENSATION

- Pleasure in increasing the conservation knowledge and awareness of FONWR members and the public
- Utilizing and improving personal skills to promote conservation in general and the Refuge in particular
- Interaction with staff and other volunteers who are committed to making the Ottawa National Wildlife Refuge a premier stopping point for visitors

NEEDED ATTRIBUTES

One or more of the following attributes will be helpful depending on the specific responsibilities in the Nature Store

- Ability to communicate effectively, both verbally and non-verbally
- Ability to work effectively with others
- Ability to learn the basics of using software programs used in communicating with members, the press and the public
- Ability to demonstrate respect for natural resources

CONTACT

For more information or to express interest in being a Press and Print Volunteer, please contact:

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