

Volunteer Role Title:	Event Planning Volunteer
Supervisor for Volunteer:	Sydney Carter
Hours for Volunteer:	8- 15 hours per week 1-3 shifts in office per week Hours are flexible *This position may be in person or hybrid
Volunteer Responsibilities:	<ul style="list-style-type: none"> • Work directly with the Community Engagement Coordinator to support outreach partnerships and events. • Work with Community Engagement Coordinator to source and contract local organizations and sponsors • Collaborate with other community organizations to create action plan and event preparation. • Support the development and implementation of community mobilization initiatives through relationship building, community analysis, and intentional outreach. • Communicate professionally with current community partners and build connections with new community partners. • Create flyers and outreach material to promote event. • Other duties and tasks as assigned. <p>Learning outcomes:</p> <ul style="list-style-type: none"> • Will develop understanding of outreach and community mobilization initiatives. • Will learn how to develop a communication strategy through social media. • Will have the opportunity to observe, interact, and network with nonprofit partners and community organizations. <p><i>Requirements and Details:</i></p> <ul style="list-style-type: none"> • <i>Access to transportation is required to get to Waltham office and community relationship building meetings</i>
Skills or other requirements:	Communication, strong interpersonal skills, organized, time management understanding of Canva and social media accounts, bilingual in English and Spanish is highly preferable, strong sense of self-care

Please send cover letter, resume, and completed Volunteer Application to Desiree Lewis at desiree@reachma.org by March 22, 2024.