

<b>Volunteer Role Title:</b>	<b>Event Planning Volunteer</b>
<b>Supervisor for Volunteer:</b>	Sydney Carter Prevention Education Program Supervisor
<b>Hours for Volunteer:</b>	8- 15 hours per week  1-3 shifts in office per week Hours are flexible  *This position may be in person or hybrid
<b>Volunteer Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Work directly with the Prevention Education Program Supervisor to support outreach partnerships and events.</li> <li>• Work with Prevention Education Program Supervisor to source and contract local organizations and sponsors</li> <li>• Collaborate with other community organizations to create action plan and event preparation.</li> <li>• Support the development and implementation of community mobilization initiatives through relationship building, community analysis, and intentional outreach.</li> <li>• Communicate professionally with current community partners and build connections with new community partners.</li> <li>• Create flyers and outreach material to promote event.</li> <li>• Other duties and tasks as assigned.</li> </ul> <p>Learning outcomes:</p> <ul style="list-style-type: none"> <li>• Will develop understanding of outreach and community mobilization initiatives.</li> <li>• Will learn how to develop a communication strategy through social media.</li> <li>• Will have the opportunity to observe, interact, and network with nonprofit partners and community organizations.</li> </ul> <p><i>Requirements and Details:</i></p> <ul style="list-style-type: none"> <li>• <i>Access to transportation is required to get to Waltham office and community relationship building meetings</i></li> </ul>
<b>Skills or other requirements:</b>	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 complete volunteer application at <https://reachma.org/get-involved/become-a-volunteer/>.

**Applications for this position are due by April 25, 2025. Interns will be notified of acceptance by May 14, 2025.**