



Newsletter Coordinator, Volunteer

Reports to: Program Manager

Overall Objective: Support and Assist the mission and vision of Hang Tough Foundation. Helps create and distribute monthly newsletter to clientele.

Responsibilities:

1. Responsible for creating topic outlines, writing and compiling posts for Newsletter
2. Works with Social Media and Graphics Coordinator for upcoming event notices
3. Monthly deadlines include:
 - a. Topic outline to Program Manager (10th)
 - b. Writing and editing process (20-25th)
 - c. Schedule release of newsletter (1st of each month)
4. Attends Family Relations Team Meetings (Every other month)
5. Work with board to identify/maintain ways to benefit and serve local families
6. Network in the community on behalf of the foundation

Skill Set:

- Proficient in Google Drive, MailChimp or other medium
- Professional and sensitive communication skills via email and writing
- Detail oriented

Time Commitment:

Approximately 5 hours/month