



<b>Job Overview</b>	
<b>JOB TITLE</b>	<b>ASSISTING WITH PUBLIC RELATIONS/SOCIAL MEDIAL PLATFORMS</b>
<b>LOCATION(S)</b>	Much of this work can take place either virtually with occasional meetings to discuss strategy and answer questions
<b>REPORTS TO</b>	Currently work in this area is being overseen by the President of the Board
<b>DUTIES</b>	<b>General Job Description</b>
	<p>Provide assistance and input on the following aspects of our public/relations and communication strategies:</p> <ul style="list-style-type: none"> <li>• Initially, provide support in formatting our Newsletters sent electronically</li> <li>• Assist in creating promotional materials as needed</li> <li>• Create, maintain, and update our FACEBOOK presence – possibly in unison with others</li> <li>• Interview individuals associated with the organization and compose material for use in our electronic communications</li> <li>• Potentially edit materials submitted by other volunteers for our Newsletters</li> </ul>
<b>TALENTS/SKILLS</b>	<b>Working with Cats</b>
	<p>We aim to set a high professional standard in all that we do, and to that end, the following skills and talent will be very beneficial to us:</p> <ul style="list-style-type: none"> <li>• Ability to write in a professional manor, using clear language &amp; appropriate vocabulary</li> <li>• Understand the restrictions and benefits associated with different media platforms</li> <li>• Comprehend the importance of all communications be in sync with the Board's Strategic Initiatives</li> <li>• Ability to entertain different points of view, know when to compromise, and how to keep the larger Vision in sight while working through important details</li> </ul>
<b>MUSTS</b>	<b>What We Ask of You</b>
	<p>We ask that once you make a commitment, you honor that and plan time to be available to assist on ongoing projects. We anticipate publishing a schedule for releasing our Newsletters, and the pre-publishing deadlines that will enable us to stay on schedule. We welcome your insights and ideas as you come to know more about our organization.</p>