



Position: PR/Communications Volunteer

Overview: Help promote regional library programs and services by assisting with communications and public relations tasks.

Location/Department: Central Library, other branches available upon request.

Reports to: Dylan Padilla, Public Communications Specialist

Responsibilities:

- Assist with aggregating content for and proofing of monthly newsletters
- Help plan and create social media content
- Write articles and press releases when needed

Benefits:

- Make professional connections while publicizing library events to local media outlets
- Get the inside scoop on new library programs & services
- Be an integral part of the function of the library

Training/Support available: Volunteers will work closely with JMRL's public communications specialist.

Qualifications:

- Strong written and verbal communication skills
- Available weekly or bi-weekly, with some flexibility to volunteer as needed
- Familiarity with the following is a plus, in order of importance; Copywriting and Newsletters, Facebook, Instagram, and Canva, photography and graphic design skills.

Commitment: 6 to 12 month commitment desired

Contact:

Acacia Rodgers
Volunteer Coordinator
434.979.7151 x 4 or volunteer@jmrl.org