

Volunteer Position Description

Position Title: Marketing and Newsletter Assistant

Purpose: To support ASC staff in creating marketing materials and for the creation of email newsletters.

Location: ASC office.

Key Responsibilities:

- Social Media/Flyers:
 - Create any marketing flyers for upcoming events or programming as needed.
 - Post on social media platforms as requested by staff.
- Newsletter:
 - Creation and/or preparation of newsletters ready for sending.
 - Maintenance of email newsletter lists.
 - Ensure that all relevant team members are aware of any implications and deadlines of newsletter sends, and have all the information they need/require.
 - Work with ASC Staff/Board in ad placing and payment processes.
 - Newsletters sent out by first Tuesday of every month.
- Other duties as needed (Volunteer e-mails, etc).

Responsible to: ASC Staff and/or Board of Directors

Time Commitment: Minimum of 3 months; Schedule can vary 1-2 hours/month depending on how long it takes to create newsletter or more for additional marketing support.

Qualifications:

- Knowledgeable of Constant Contact newsletter program.
- Previous experience with graphic design and/or Canva preferred.
- Professional and responsible with good writing skills.
- Clear understanding of ASC's mission and programs.

Support: Beginning training will be provided from ASC staff/board as well as ongoing support as needed. All marketing materials and newsletters will be edited and approved by staff prior to sending out.

Dress Code: Business casual/casual.

To apply: Go to www.autismcolorado.org, under Help Now select Volunteer. Click on the Volunteer Application link. Complete and return to Erica Hostetler, MSW at ericah@autismcolorado.org