

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity Name/Title: Public Relations Team Member

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Service Opportunity Brief Description:

The Public Relations Team serves the vital role of being the conduit between Albany UU ministries and the general public, including the media, shaping to a significant degree the face of Albany UU as presented to the outside world.

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Service Opportunity Detailed Description:

The Public Relations Team manages event- and issue-specific communications between Albany UU and the community at large. These include:

- Working with Albany UU teams to promote events and prepare media communications; ensure teams work within established protocols for media and policymaker contact
- Publicizing Albany UU events and issues to community at large
- Conducting media outreach, including development/distribution of media advisories and releases
- Acting as spokesperson for Albany UU as needed/appropriate
- Managing and promote social media

Deleted: (Add additional information, including more about key activities, purpose and the overall contribution to congregational life, and anything else you omitted in the brief description. Include when and where the service is provided, such as "after the service one Sunday per month" or "monthly meetings by phone." Avoid using calendar dependent specifics, to allow the service opportunity to be reused in future years.):

Deleted: As needed__ 1-2 times/year__ Less than 3 months__ ¶
3-12 months__ 1 year__ 2 years__ 3 years__
Other_____

Length of Service Commitment: 1 year

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This opportunity will enable you to work closely with fellow Albany UU members to promote our congregation as a beacon of liberal religion. You will have the opportunity to use your skills in a number of different areas (see below).

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This opportunity enables you to

Deleted: (if necessary, list skills volunteer will need to be successful in this position):

Skills Needed:

Many skills are needed on the committee, though any one member need only possess some of the skills. Skills needed on the committee include: writing, editing, layout design, computer skills, Website management skills, social media, marketing and publicity, and public speaking. Most of these tasks can be accomplished from home if the volunteer so chooses.

Deleted: (Indicate what training and support will be available to help the volunteer learn and succeed in this position. For example, will someone currently in the job be available to mentor them? If relevant, state any prerequisite safety requirements, such as background checks for working with children):

Training, assistance, and safety requirements:

Support, and training as necessary, is provided by the chair and/or by Albany UU office staff.

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Keywords/ Tags: Art & Design_X_ Computer Skills_X_ Cook/Bake__ Financial Skills__ ¶
Handyman Skills__ Leadership__ Marketing/Publicity_X_ Mechanical & Repairs__ Music__ Organizational Skills__ Facilitating__ Gardening__ Outdoor activity__ Shopping__ ¶
Driving__ Social Justice Advocacy__ Social Justice Service__ Work at home_X_ ¶
Social Media_X_ Write_X_ Edit_X_ Teaching__ Work with Children__ Work with Youth__ ¶
Work with Seniors__ ¶

Number of positions: no specific number

Key words: art, design, computer skills, marketing publicity, work at home, social media, write, edit

Contact Person Name: Patti Jo Newell ¶

Contact person's Email (On website the person's email will be listed as "person's name"@AlbanyUU.org which will redirect automatically to the actual email address): _____ ¶

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Updated 5-16-21 by Patti Jo Newell

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