**Volunteer Job Description:**

Marketing Assistant

 **Reports to:** Administrative Assistant

**Summary:** The Marketing Volunteer will help and assist staff in marketing the Adult Rehabilitation Ministries program to help best represent our organization.

**Essential Duties and Responsibilities:**

* Assist with writing, editing and publishing press releases, media advisories, PSA’s, community calendar notices, publications, Facebook postings, and other materials promoting The Adult Rehabilitation Ministry
* Create, assemble and mail publicity for special events and programs.
* Update Facebook, twitter, and website as instructed.
* Produce publicity photos of functions and events and send to media contacts as requested.
* Assemble and record press clippings

**Training & Supervision**

* Attends general volunteer orientation

**Training and supervision conducted by:**

Administrative Assistant or designated trainer

**All volunteers will complete a 60 day evaluation**.

**Time Commitment:**
Once per week for 4 hours