

Newsletter Coordinator

ROLE INFORMATION

POSITION TYPE: Volunteer Full Time Part Time

TEAM: Communications

SUPERVISOR: Director of Communications

TIME COMMITMENT: 4-6 hours per month

IN-OFFICE/REMOTE: In-Office Remote

RESET180

Reset180 is a not-for-profit 501(c)(3) Christian organization in Northern Virginia whose mission is to **prevent** local human trafficking and commercial sexual exploitation, **disrupt** the related networks, and **restore** those who are impacted.

GENERAL ROLE DESCRIPTION

The Newsletter Coordinator will work with the Director of Communications to create and send email communications to our supporters through MailChimp.

RESPONSIBILITIES

- Write email copy
- Layout emails in MailChimp
- Design graphics (if Director of Communications or Graphic Designer are not able to)
- Keep up to date with Reset180 events and news

QUALIFICATIONS AND REQUIREMENTS

- Must be willing to use own cell phone, computer, and transportation
- Must download and use the Reset180 communication app
- Submit and pay for an online background check - currently \$18.50 (Because we work with victims of crime, all our staff, volunteers, and interns must go through a criminal background check)
- Sign mandatory volunteer forms
- Adhere to Reset180 policies and procedures outlined in the Volunteer Manual
- An interest in, knowledge of, or willingness to learn about human trafficking
- Must be able to commit to 4-6 hours per month
- Must have creative thinking and interpersonal skills
- Must have writing and/or editing experience
- Must be familiar with or be willing to learn programs including but not limited to Google Drive (docs, sheets, etc.), Mailchimp, Canva
- Preferred: Graphic design experience