

Ebony Collective CDC Volunteer Task Description

Title: Coordinating event & project logistics

Planning events or fundraisers with the board and staff. Making phone calls to event/project participants, volunteers, contractors, caterers, and special guests. We need someone who has experience with volunteering and organizing events. This person focuses on the logistics of the program itself including deliveries, construction, and transportation

Qualifications:

- Has volunteered at a nonprofit organization before
- Enjoys event planning or planning
- Responsible and reliable

Time Required:

- 3-6 hours a week

Benefits

- Working with board, staff and volunteers
- Ebony Collective CDC Culture
- Swag
- Work experience to put on resume

Title: Managing the office

Are you excited about nonprofit work? Are you a positive person that loves to help the community? Do you have administrative experience? This volunteer opportunity is for you. Help the Ebony Collective CDC create an exciting work culture. You'll be able to make sure the printer has paper, the coffee maker is running, and everything is neat and clean.

Qualifications:

- Has volunteered at a nonprofit organization before
- Enjoy organizing and designing office space
- Responsible and reliable

- Reliable car

Time Required:

- 8 hours a week

Benefits

- Working with board, staff and volunteers
- Ebony Collective CDC Culture
- Swag
- Work experience to put on resume

Title: Onboarding New Volunteers

This person is in charge of finding potential candidates for volunteer positions. Their responsibilities include managing incoming volunteer data, the structure of the onboarding program, and how volunteers are initially allocated.

Qualifications:

- Have volunteered before with us or another organization
- Know how to use excel
- Know how to use a computer

Time Required:

- 3-6 hours a week

Benefits

- Working with board, staff and volunteers
- Ebony Collective CDC Culture
- Swag
- Work experience to put on resume

Title: Writing monthly newsletter

Help us keep partners, donors, and volunteers updated by sending a great newsletter. This will be sent out digitally every month to keep people connected to what is happening in the community and at the organization. Be prepared to interview people and utilize your marketing skills.

Qualifications:

- Creativity
- Positive attitude
- Team player
- Compassion
- Have fun

Time Required:

- 3-6 hours a week

Benefits

- Take on a challenge
- Be part of the community
- Meeting people
- Improves self-esteem
- Resume builder

Title: Social media marketing

Social media is growing every year, and every network needs its own strategy. Be a team member on our social media team. You will create a marketing strategy, keep our social media up to date and be aware of the latest trends and practices that can benefit the Ebony Collective brand.

Qualifications:

- Teamwork
- Communication skills
- Strong work ethic

Time Required:

- 3-6 hours a week

Benefits

- Gain confidence
- Have Fun
- Teamwork
- Learn something new

Title: Public Relations

We need to spread the word about our organization and projects. We hope to task a volunteer to be our media contact. They can help us to research and contact reporters, find media opportunities, and write PR releases.

Qualifications:

- Know how to research online
- Can have journalistic experience or skills,
- Fast writer
- Reliable

Time Required:

- 3-6 hours a week

Benefits

- Learn new skills
- Make a difference
- Resume builder
- Networking/ Relationship building

Title: Making Great Videos & Taking Pictures

There is more and more need for video content nowadays. Are you an experienced video editor or picture taker? Can you help make trailers, place subtitles, re-edit old videos, and back up your video archive.

This is a very important activity that often goes unnoticed until it's too late. We need someone who can make sure there are always good pictures not only of your team at work, but also from the preparations and wrap-up.

Qualifications:

- Great video camera skills
- video editing knowledge
- deliver things on time
- photo archive
- Photo maintenance
- Update photos

Time Required:

- 3-6 hours a week

Benefits

- Gain confidence
- Meet people
- Be part of a community
- Have Fun
- Resume builder

Title: Writing manuals

Are you good at writing, technical writing or business writing? Help us write internal documents and manuals for all of our Human resource document needs, project roles, and strategies. This is a position suitable for a tech-savvy writer who understands data and is able to explain complex structures to non-familiar audiences.

Qualifications:

- Writing or Human Resource background
- Reliability
- Team player
- Willingness to help

Time Required:

- 3-6 hours a week

Benefits

- Resume builder
- Gain confidence
- Take on a challenge
- Make a difference

Title: Data Visualization

We would like information we gather to be accessible to the public. We are looking for folks that understand or are willing to learn quantitative and qualitative data and can explain it to the everyday person. Can specialize in creative graphic design and can help craft infographics and illustrations that make information easier to comprehend and it's appealing to share.

Qualifications:

- Understand canva or pikto chart
- Strong work ethic
- Graphic design background
- Passionate about data

Time Required:

- 3-6 hours a week

Benefits

- Gain confidence
- Resume builder
- Be part of the community
- Take on a challenge

Title: Parenting coaching

Want to help parents or folks that are expecting access to resources or services? You can help us to create a course targeted to soon-to-be parents and/or create a list of resources that are culturally specific. From how to make the perfect swaddle to infant first aid, a parenting coach can help new parents relax and refresh the knowledge of experienced ones.

Qualifications:

- Social skills
- Early childhood or child care background
- Knowledge of WIC or support groups

Time Required:

- 3-6 hours a week

Benefits:

- Gain confidence
- Make a difference
- Take on a challenge
- Meet people

Title: community education/educator

It's never too late to learn or share knowledge. Cater to the needs of your community by teaching workshops. Want to get better with public speaking and leading a group discussion? This is an opportunity for you. Teach the community things that interest you and them that will educate and uplift our people.

Qualifications:

- Leadership skills
- Willingness to help others

- Communication skills
- Strong work ethic

Time Required:

- 3-6 hours a week

Benefits

- Learn new skills
- Meet people
- Be part of the community
- Gain confidence