



## **VOLUNTEER POSITIONS**

### **ADMINISTRATION MANAGER**

- Keep the calendar and send out reminders.
- Assist with scheduling meetings, managing correspondence, and maintaining records and files.
- Prepare, organize, and update documents, reports, and presentations.
- Act as a point of contact for internal and external stakeholders.
- Support administrative projects and keep them on track.

### **RESOURCE COORDINATOR**

- Find and vet national and international resources that Domestic Kindness recommends for those helping or for those struggling with domestic abuse. This includes shelters, support groups, counselors, batterers groups, books, etc.
- Identify resources that align with the mission and vision of Domestic Kindness (Christian, if possible)
- Stay informed about available resources and changes within various organizations to keep the website resource list up to date
- Use Domestic Kindness' list of questions to vet providers of services

### **FUNDRAISING COORDINATOR**

- Find the best ways to raise funds
- Research potential donors
- Cultivate relationships with donors
- Convey the Domestic Kindness mission, vision, and programs to potential donors
- Monitor donation payments

### **TRANSLATOR**

- Translate written materials, including brochures, flyers, websites, and newsletters, from English into Spanish, Mandarin, or other languages.
- Assist in proofreading and editing translated content to ensure accuracy, clarity, and cultural sensitivity.
- Provide translation services for emails, other communications, and event materials as needed.
- Assist in any additional tasks or projects that require language support, such as interpreting during virtual meetings or events.

### **COMMUNICATIONS**

- Create a monthly newsletter with domestic abuse information and upcoming Domestic Kindness events
- Create advertising for events and studies
- Send information about events to publications – newspapers, bulletins, etc.

- Develop strategic campaigns to help increase public awareness and interest in Domestic Kindness
- Strategize and develop promotional ideas to encourage people to sign up for Resource Teams, events, and Domestic Kindness Studies

#### TECHNOLOGY

- Add to and update material on the Domestic Kindness website; including resources, study materials, and events.
- Assist with troubleshooting any minor technical issues related to the website, ensuring it remains functional and accessible.
- Assist with drafting and updating email content for newsletters, event reminders, and supporter outreach.
- Help with any troubleshooting of email accounts and systems to ensure smooth operation and proper communication with supporters.

#### SOCIAL MEDIA MANAGER

- Develop a content calendar and post content accordingly.
- Create and post engaging content (graphics, images, videos, copy) for social media platforms (Facebook, Instagram, Twitter, LinkedIn, etc.).
- Monitor social media channels for comments, questions, and messages, responding promptly and professionally.
- Foster relationships with influencers, partners, and community members.

#### **How to Apply**

Please send your resume to [domestickindness@gmail.com](mailto:domestickindness@gmail.com), along with a brief cover letter explaining why you're interested in the position.