



[racialunityteam1@gmail.com](mailto:racialunityteam1@gmail.com)

603-263-6511

Non-profit 501 (C) (3)

### **Position Description: Volunteer Project Assistant (Part Time)**

Forward-thinking, non-profit organization that works promoting racial diversity, equity and inclusion is looking to recruit a Volunteer part-time project assistant with strong knowledge and understanding of project services, social media landscape, including various software applications. The selected individual must have interest in working on social justice assignments.

The main duties, tasks, and responsibilities of the part-time project assistant are given below:

#### **Responsibilities**

- Work on tasks assigned by the project director.
- Keep records of all information related to project for documentation, clarification, archive.
- Draft project proposal ideas and present them to the director for approval.
- Support director as intermediate between the director and volunteers to assure the smooth flow of project execution.
- Maintain the project budget monthly and ensure that it meets all necessary protocols.
- Work with project director and committee to carry out various assignments related to project, meetings, marketing, and correspondence.
- Perform project planning work related to the project.
- Maintain project website, updates, and information.
- Monitor and post on blogs, forums, and social networks.
- Assist with online outreach and promotion using Facebook, Instagram, LinkedIn, Twitter, and others.
- Manage correspondence relating to the project.

#### **Requirements**

- Energetic, creative and enjoys working with a diverse group of people.
- Hard-working and team oriented.
- Passionate about racial justice and equity projects.
- Familiar with office-related software applications and platforms.
- Degree preferred.

#### **Benefits**

- Practical experience with project assistant work.
- Shadowing, mentoring, and training opportunities with the Project Director
- Flexible schedule
- Working remotely

To apply submit your resume by email to [joy.racialunityteam@gmail.com](mailto:joy.racialunityteam@gmail.com) with subject reading Racial Unity Team Volunteer Project Assistant.

**Our Mission - To advance relationships among people of different racial identities, increase understanding, and reduce racial bias in our community.**



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