

## Volunteer Opportunity Announcement YWCA Southeastern MA

### Organizational Background

Founded in 1911, the YWCA Southeastern Massachusetts is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. As the only YWCA south of Boston, this human service nonprofit has delivered programs and services to women and their families for over 100 years in the Bristol, Dukes, Plymouth, Barnstable, Cape and Island counties of Massachusetts. Most of the YWCA's 4,000 annual constituents reside below the poverty, economic and educational attainment levels of the state and nation with prevailing characteristics such as domestic violence, recent incarceration, substance abuse, single-parent settings, foster care, and low-income status. In order to support the diverse needs of the women and children that are served, the YWCA Southeastern Massachusetts holds four program areas including Youth Services, Health and Wellness, Adult Services and Residential Services.

### **Volunteer Position Available:**

### **Special Projects:**

### **Communications Intern:**

YWCA Southeastern Massachusetts is currently accepting application for a Communications Intern that will help promote the YWCA's outreach and social media.

Available hours: Flexible-to be established based on student schedule. Some work may be completed remotely but it is preferred if the student can commit to at least one day/week within the YWCA office located in New Bedford.

Time period: (Fall Semester with extension to Spring depending on Student Schedule)

### Duties will include:

- Create historical newsletters that span through each decade of the organization. Currently the YWCA has completed up to the 1970's. We will need a highly skilled, attention to detail and motivated intern to complete this project. This will entail taking pictures that are in the organization archive and importing

them into a digital newsletter utilizing Indesign. The project will entail the completion of 3 newsletters including a 1980's newsletter, 1990's newsletter and 2000's newsletter.

- Post status updates to social media and create blog posts.
- Create a communications calendar and handbook itemizing all of the communications projects that need to be completed within a given year.
- Help to update printed materials and website.
- Attend events throughout the semester as needed.
- Other tasks as assigned.

Qualifications: Excellent communication and writing skills. Ability to work under minimal supervision. Self starter that is able to take on projects from start to finish. Experience with InDesign preferred. Marketing, English, or Graphic Design majors a plus.

Instructions: Please send an email with a resume or statement on why you would like to volunteer for the YWCA Southeastern MA with qualifications and your availability to: [amoniz@ywcasema.org](mailto:amoniz@ywcasema.org)