

Communications Volunteer

Summary:

Be our hype-person! Communications volunteers are crucial in helping us get the word out about the museum. You will support the creation and scheduling of website content, newsletter emails, and social posts that promote programs, share fun facts, and build our audience.

Time requirements: Minimum six-month commitment; approximately 12 hours per month

Reports to: Rachel Waugh, Executive Director

Responsibilities:

- Assist the Executive Director in brand storytelling across multiple platforms
- Pitch and execute story ideas to be featured in blogs and/or in our newsletter
- Craft social media posts
- Update and maintain website, as needed

Skills & Qualifications:

- Strong creative writer
- Social media savvy (Instagram, Facebook, LinkedIn, Pinterest)
- Excellent communication and interpersonal skills
- Comfortable conceptualizing and pitching ideas
- Basic knowledge of Wix or other web-hosting platforms
- Understanding of PR best practices
- Passionate about the Museum of Food and Culture's programs, mission and vision
- Must work cooperatively with board, staff and volunteers

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