

EASTLAND COUNTY CRISIS CENTER, INC.
CRIME VICTIM ASSISTANCE CENTER AND EASTLAND COUNTY CHILDREN'S ADVOCACY CENTER
 Job Description Form

Job Title	Community Outreach- Media Intern	
Reports to	Community Educator/Volunteer Coordinator	Revised: June 20, 2016
Division/Department	ECCC	

Type of position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Volunteer <input checked="" type="checkbox"/> Part-time		Hours: <u>Minimum 5 hours</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
--	--	--

GENERAL DESCRIPTION

- ◆ Create appropriate original text, picture, and visual content for agency website and social media outlets
- ◆ Assist in creation of promotional materials for agency events, programs, and outreach efforts
- ◆ Attend and represent agency at special events including community fairs and festivals, fundraising, and general information events
- ◆ Completing work within ethical standards, professional guidelines, agency policies, cultural competency, including confidentiality and a victim-centered approach to service delivery
- ◆ Complete any additional duties as assigned by Community Educator/Volunteer Coordinator

WORK EXPERIENCE AND SKILL REQUIREMENTS

- ◆ Must have experience* in website and social media maintenance skills
- ◆ Must have excellent communication, self-direction, and organizations skills
- ◆ Prefer experience* in audio visual editing software
- ◆ Prefer work or volunteer experience* in communications, marketing, public relations, information technologies, or related field

* Appropriate Education may be used as a substitute for experience

EDUCATION REQUIREMENTS

- ◆ Qualified applicants should have a minimum of a high school diploma or GED
- ◆ Current or pursuit of Bachelor's Degree in communication, marketing, public relations, information technology, or related field.
- ◆ Position will require an 8 hour orientation training at our facility

DATE POSTED	June 21, 2016
DATE HIRED	