



## **THE CENTER FOR WOMEN & FAMILIES OF EASTERN FAIRFIELD COUNTY, INC.**

753 Fairfield Avenue  
Bridgeport, CT 06604  
(203) 334-6154

### **VOLUNTEER OPPORTUNITY**

**Title: PR & Marketing Volunteer**

#### **Summary**

Assist CEO and Director, Development & Community Outreach with the public relations, community outreach, marketing and publicity efforts for CWF services and fundraising events.

#### **General Responsibilities**

- Draft and pitch press releases
- Help create newsletter (print and online)
- Assist with content and uploading of content to Facebook
- Assist with developing content for CWF website
- Work with / help coordinate volunteers
- Support Development and Administration
- Special projects as assigned

#### **Required Qualifications**

- Training / Coursework in PR and marketing
- Excellent verbal and written communication skills
- Superior organizational skills
- Proficiency in Microsoft Word and ability to learn new software