



The Urban League of Metropolitan St. Louis, Inc.

Volunteer Position Description

Position Title: Public Relations and Development Assistant

Immediate Supervisor: Vice-President of Public Relations

Job Description

The Public Relations Assistant is responsible for assisting staff with the phone, fax, and copying. S/he may answer phone questions about specific marketing and publicity events. Examples of events may include providing assistance during the annual golf tournament, Ebony Fashion Fair, and other community events. S/he will also be responsible for assisting in the development and editing of public relations flyers, newsletters, and other packages that highlight agency events. This position requires a pleasant personality, and an ability to use word processing and desktop publishing software.

Available sites include:

- 3701 Grandel Square

Time Commitment:

Requires a minimum commitment of 2 hours, 2 days per week and during agency fundraising events.

Hours of Operation:

- Monday thru Friday - 8:30 am – 5:00 pm
- Events include some evenings and Saturdays

This opportunity is available to

- Adolescents
- Adults
- Small groups during special events (2 – 10)

Contact Person: For an interview contact Steve Nienkamp, Volunteer Coordinator at (314) 388-9840 ext 134.

Address: 8960 Jennings Station Road, St. Louis, MO 63108