



“Volunteer Voices” Newsletter Volunteer (Volunteer Department)

Role Description

PURPOSE: The purpose of the “Volunteer Voices” Newsletter Volunteer position is to support the Volunteer Department staff with the publication of their seasonal (Winter, Spring, Summer & Fall) newsletter, *Volunteer Voices*. This newsletter highlights the accomplishments of the “I Have A Dream” Foundation’s volunteers and provides updates, resources, and appreciation.

The Newsletter Volunteer must be mission driven, organized, and a team player with a positive attitude and excellent oral and written communication skills. We seek candidates who are engaging storytellers with experience interviewing, writing, proofing and editing copy. Experience with graphic arts and/or using CANVA is preferable.

PRIMARY RESPONSIBILITIES:

The Newsletter Volunteer reports to the Director of Volunteers and Mentor Coordinator and works collaboratively with the entire Volunteer Department to collaborate on the newsletter. The Newsletter Volunteer assists in a variety of ways, including but not limited to:

- Writing, proofing and editing content
- Researching resources as assigned to share in the newsletter
- Interviewing volunteers and staff members
- Helping with newsletter design and layout
- Creating videos highlighting volunteer accomplishments

QUALIFICATIONS/REQUIREMENTS:

Along with a genuine interest in IHDF’s mission, this individual must have excellent oral and written communication skills and ability to provide and accept constructive feedback. Experience in journalism and graphic design is highly preferred.

Knowledge Skills and Abilities

- Familiar utilizing CANVA
- Exceptional organizational skills
- Strong oral and written communication skills
- Demonstrated experience proofing and editing content
- A commitment to maintain confidentiality where appropriate
- Demonstrated experience and proficiency utilizing Microsoft Office Suite, Google Suite, Zoom or Google Meets.
- Ability to commit for at least one year
- Bilingual in English/Spanish preferred

- Work study and interns are encouraged to apply
- This is a volunteer/unpaid position

PHYSICAL AND COGNITIVE REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

Strong cognitive and troubleshooting skills. Position is primarily sedentary. Must be able to talk, read, and communicate effectively.

PERKS/BENEFITS:

- Lots of support, recognition and appreciation!
- Knowing you made a vital contribution to support a worthwhile mission to empower children from low-income communities to succeed in school, college, and career.
- Research shows that volunteering has a positive impact on mental health! [Learn more.](#)
- Volunteering changes lives!

Please apply online at <https://bouldercounty.ihdf.org/volunteer-application-2/> and submit a resume to gary.moore@ihaveadreamboulder.org addressing the qualifications and experience with Newsletter Volunteer written in the subject line.

TESTIMONIAL AND/OR PHOTO:

“Absolutely volunteer! I have had jobs that I did not want to go to, I never feel that way helping out with “I Have A Dream.” It is a great experience, helping others with their education is very rewarding, and you meet interesting people.” - Natalie Claire Bremer, IHDF Volunteer

IHDF Volunteer Disclaimer & Equal Employment Opportunity/Unlawful Harassment:

Upon completion of the volunteer intake process, anything you have shared on your application and during the interview could be shared at the discretion of the staff at “I Have A Dream” Foundation with the Program Director (PD), CEO, Sr. Directors, and/or program staff if necessary. In addition, there is no guarantee of your approval as a volunteer, nor is there a guarantee “I Have A Dream” Foundation of Boulder County will be able to assign/place/match you. During any time of the intake process and/or the volunteer experience, we reserve the right to dismiss and/or terminate candidates and active volunteers at any time without an explanation or reason.

You also understand The “I Have a Dream Foundation” (IHDF) organization is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, gender, gender identity, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct, which has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as volunteers, customers, clients, vendors, consultants, etc. Any questions, concerns or complaints will be taken seriously and fully investigated.