

# Planned Parenthood® of Indiana

## **JOB TITLE: Marketing and Communications Volunteer**

**FUNCTION:** Assist with various marketing and communications functions within our organization.

### **ESSENTIAL FUNCTIONS:**

- Complete Secret Shopper phone calls to assigned health centers to ensure quality of customer service. Script is provided.
- Assist in tracing PPIN's appearance in the media by updating our media database (Excel format). Training is provided.
- Become and advocate for PPIN by putting your writing skills to work by writing letters to the editor, entries for the PPIN blog and more.
- Support our social media networks (Our Facebook page and Twitter account).

### **OTHER FUNCTIONS:**

- Support Planned Parenthood's mission, goals and policies.
- Strictly adhere to our confidentiality policy at all times

### **PREFERRED QUALIFICATIONS:**

- Known skills from high school curriculum.
- Experience with marketing and communications is preferred as well as social media.

### **PROFESSIONALISM:**

- Displays appropriate attitude, actions and work attire for the position.
- Demonstrates commitment, dedication and positive behavior.

### **COMMUNICATION:**

- Communicates openly and directly; Asks volunteer program coordinator if questions arise.
- Able to adjust communication style according to the needs of the audience and the situation.

### **TEAMWORK:**

- Able to gain cooperation from others and work collaboratively toward solutions which generally benefit all involved parties.
- Proactively identifies opportunities to assist others and ensures that information is communicated accurately and timely.
- Behaves honestly and ethically.

### **PLANNING AND ORGANIZING:**

- Establishes a systematic course of action to accomplish specific objectives.
- Determines priorities and uses time effectively.

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## **ATTENTION TO DETAIL:**

- Thorough in accomplishing a task.
- Accurately completes projects on time.

## **JOB KNOWLEDGE & COMPREHENSION:**

- Understands and is knowledgeable of the duties, methods and procedures required by the job.

**SPECIAL REQUIREMENTS:** Able to maintain confidentiality of all Planned Parenthood of Indiana business and activities on and away from the job. Travel may be required.

**LICENSES:** Valid driver's license

**REVISION DATE:** August 2010

**HOURS:** Varies

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Volunteer Printed Name *(please print clearly)*

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Volunteer's Signature

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Date