



Community Engagement and Communications Assistant Volunteer Description

Title: Community Engagement and Communications Assistant Volunteer

Department: Community Engagement

Reports to: Community Engagement Manager

Description of Role: The Community Engagement and Communications Volunteer support Arundel House of Hope by helping with communication efforts, community outreach, development, and fundraising activities. This role increases awareness of our mission and engages the community in meaningful ways.

Responsibilities May Include:

- Write blog posts and social media content to share stories and updates
- Interview clients, volunteers, or staff and write spotlight stories
- Assist in creating presentations, brochures, flyers, and other outreach materials
- Support event planning and logistics for fundraising and community events
- Assist with website updates and content management
- Represent Arundel House of Hope at community events such as resource fairs
- Assist with donor communications, including thank-you notes, newsletters, and support donor stewardship activities
- Help with grant research and writing

Skills/Qualifications Needed:

- Strong written and verbal communication skills
- Comfort with social media platforms and basic digital tools, or willingness to learn
- Familiarity with graphic design and tools like Canva is a plus
- Ability to work independently and collaboratively
- Reliability and professionalism
- Basic computer skills (Microsoft Office, Google Workspace)

Desired Experience:

- Experience in communications, marketing, community outreach, or fundraising is a plus but not required
- Lived experience relevant to homelessness or recovery is welcomed
- Access to a personal computer and internet

Time Commitment:

Flexible schedule with opportunities to volunteer regularly or on an on-call/as-needed basis, depending on program needs.