

Helping seriously ill children and their families cope with their pain, fear, and isolation through entertainment, education, and family activities.



Public Relations Specialist (Volunteer Position)

Mission: To help seriously ill children and their families cope with their pain, fear and isolation through entertainment, education and family activities.

General Description:

Use Starlight Children's Foundation's mission and goals to disseminate information to targeted audiences, media, and the general public. Works toward establishing Starlight's brand name in the business and public community to increase and obtain donations for the organization.

Responsibilities and Duties:

Prepares and disseminates information, press releases, and media alerts regarding Starlight Children's Foundation through newspapers, television, radio, social media, and other forms of media. Requires sound judgment to plan and accomplish Starlight goals. Must be creative, have the ability to perform a variety of tasks, and to be open-minded to various options of communicating to mass media. This position is also responsible for assisting in the production of Starlight Northwest newsletters.

Desirable Skills:

Prefer college level course work in journalism and/or public relations. Proficient with MSOffice required. Excellent written and verbal skills required. Familiarity with local media outlets desired. Knowledge and use of social media desired. Prefer a minimum of two years experience in public relations or related area. Has knowledge of commonly used concepts, practices, and procedures within public relations.

Time Requirement:

A minimum of six months commitment is desired. During this time period, the Public Relations Specialist is available to work with Starlight staff at least 4-5 hours a week. This is an agreed schedule which may include a mix of office hours and telecommuting time.

Compensation:

Volunteer positions with Starlight Children's Foundation are unpaid but offer hands-on opportunities and experience that can lead to a rewarding career.

Contact

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