



Full Time Public Relations & Volunteer Coordinator

Essential Duties and Responsibilities

Public Relations

- Content creation for a variety of channels including but not limited to:
 - Print Newsletters
 - Electronic Newsletters
 - Social Media Channels
 - News Releases
 - Website blog
- Foster relationships with media and influencers to increase unpaid media
- Maintain a database of former campers and creating alumni group opportunities
- Maintenance and updating of distribution lists both of stakeholders and media
- Photography for all channels
- Special event support and planning
- Speaking engagements and media interviews as needed

Volunteer Coordinator

- Actively keep in contact with the volunteers in the current database and work to maintain connections between volunteers and the Cosmosphere.
- Scheduling volunteers as needed for all departments.
- Recruiting volunteers and creating system for training
- Cultivating relationships between the Cosmosphere and its volunteers
- Maintaining volunteer hour log and interfacing with Reno County Volunteer Center
- Keep monthly records of the hours each volunteer works.
- Set up regular volunteer training.
- Coordinate volunteer Christmas Party
- Keep accurate records for years served and awards earned
- Coordinate Annual Volunteer Awards breakfast

Qualifications

- Education: Bachelor's degree in journalism or communication-related major
- Understanding of public relations strategy and channels
- Social media savvy
- Impeccable written and verbal communication skills
- Desire to learn new processes and willingness to take direction in all areas.
- A sense of servant leadership based on humility and desire to serve the organization's mission and purpose with an excellent work ethic.
- A commitment to support a collegial, responsive, and positive workplace culture based on mutual respect and open communication.

Work Requirements

- Schedule: Monday – Friday, some evenings and weekends (up to 40 hours per week)
- Physical mobility: sitting, standing, walking, lifting/carrying objects up to 30 lbs., manual dexterity to operate keyboard.
- Mental effort: working on computer during time spent on the job, reading, writing, analyzing, visualizing.
- Sensory requirement: ability to communicate and respond both in person and over the telephone to the general public, ability to communicate and respond to staff.
- Able to work under stress
- Excellent attendance required
- Background check as it relates to job duties.

Cosmosphere is an equal opportunity employer

If interested, please email resume and references to hr@cosmo.org.