

Volunteer Job Description

Title:	Board Poster Coordinator
Report to:	Office Manager/ED
Trained by:	Office Manager/ED
Shift:	5-10 hours initially, then as needed
Schedule:	Flexible. *New Board elections take place March 9, 2010 - format should be arranged beforehand.
Minimum Commitment:	6 months

Job Summary: Create and be responsible for updating a professional “poster” listing all Board of Director’s members for The Diversity Center.

Duties and Responsibilities

- Remove old Board of Director “poster”.
- Create professional layout for new Board “poster”. Layout should be easily updated or manipulated at any time.
- Present design/layout ideas to Office Manager/ED for approval.
- Communicate with Office Manager to get all current Directors’ contact information as well as offices held.
- Request from each Director a picture and bio
- Work with the Office Manager to monitor receipt of information by deadline.
- Print bios and photos to create “poster”.
- Display “poster” in Center by April 1, 2010
- Check in monthly with Office Manager for any changes to Board and request information accordingly.

Knowledge, Skills, Equipment and Abilities

- Comfortable working with all members of our diverse community.
- Familiarity with the LGBTIQ community in Santa Cruz County.
- Positive attitude and good work ethic.
- Ability to establish priorities, work independently, and proceed with objectives with minimal supervision.
- Some design and/or layout experience