



**South
Wood
County**

Communications Volunteer Job Description

Reports To

Volunteer Coordinator

Purpose

To promote the ministry of Love In the Name of Christ (Love INC) of South Wood County to the community, highlight stories of transformation, and enhance the Love INC volunteer program.

Responsibilities

- Collaborate and work with the Love INC staff and Communications Committee and other marketing/communications volunteers as needed to carry out projects
- Assist with writing and/or editing Love Stories (client and volunteer stories of transformation), Church Bulletin blurbs, and newsletter articles
- Be available to interview clients and/or volunteers with a goal of learning more about each person's story
- Keep volunteer time records

Qualifications

- Personal relationship with Jesus Christ and agree with the Apostles' Creed
- Interest in the mission of Love INC and desire to support its mission
- Knowledge of methods used to increase an organization's public support
- Discernment, non-judgmental attitude and the ability to listen, empathize, and accept others
- Enthusiastic and skilled in writing
- Possess excellent written and oral communication and interpersonal skills
- Strong attention to detail
- Reliable and dependable
- Maintain confidentiality and stay within the boundaries of the volunteer role
- Comply with Love INC policies and procedures

Hours

Flexible, approximately 5 hours per month

How to Apply

Fill out the application at <https://loveincswc.org/volunteer/> and note you are applying for the Communications Volunteer position