

**Eastside Human Services Forum
Communications & Public Relations Student Volunteer
Job Description**

Background: Eastside Human Services Forum facilitates public and private partnerships to ensure a strong coalition of health and human services resources that benefit all East King County residents. The Forum does this by advocating for funding to benefit people in need; bringing people, groups, and services together to maximize resources; educating and influencing decision makers; and proactively impacting regional issues.

A reduction in funding support from federal and state sources, coupled with a weak economy, have increased the need for human services in East King County, and necessitates broader community support in order to supplement current, available resources.

There is an opportunity to enhance the Forum's ability to successfully fulfill its mission by moving beyond advocating legislatively for funding support, and putting a heightened focus on **educating the entire community** on how human services benefits the community as a whole and is the responsibility of the community as a whole too. By increasing awareness of the need for human services in East King County, how human services benefit the entire community, and the Forum's role in facilitating human services, community support will broaden and the ability to meet the growing need will increase.

Position: The Eastside Human Services Forum (EHSF) seeks a detail oriented university journalism/communications student to present personal stories in a compelling way to promote EHSF's key messages. Student will interview nonprofit representatives and others to gather information for short articles and online posts.

Candidates should be a mature junior or senior student studying Public Relations, Communications, or a related field. Responsibilities will primarily be conducted virtually, with occasional meetings with Coordinator and/or Consultant as needed.

Hours and Schedule: Looking for 2-3 hours per week (flexible); estimated project time March – June, 2014.

Compensation: Unpaid volunteer positions. We will work with students to provide academic credit if applicable and will provide a letter of recommendation related to work conducted as appropriate. Student will get byline status in all written material to be published in online media as well as local print media such as the Bellevue Reporter newspaper.

Skills Needed:

- Proficient with Microsoft Office especially Word and Excel
- Knowledge of AP Style Guide and strong writing/proofing skills
- Understanding of social media and multi-media applications

- Personable, outgoing self-starter with ability to work independently
- Detail-oriented and committed to deadlines
- Excellent oral communications and phone skills as well as understanding of the benefits of good customer service
- Interest in helping people and learning about public relations

Application Instructions: Submit the following documents by e-mail:

- Current resume and cover letter that indicates interest and areas/school of study
- Two writing samples
- One reference (professor, employer, RA, community service supervisor, or other).

Submit information to:

Debbie Lacy, Coordinator
Eastside Human Services Forum
info@eastsideforum.org
<http://www.eastsideforum.org>