



Marketing Assistant	
Purpose: Provide support to the Marketing & Outreach Department. The goal is to provide the highest quality public relations & marketing with outreach tasks and events.	
Position type Direct service volunteer	Commitment Level 4 hour shift 1 shift per week (2 shifts per week max)
Department Community Relations	Reports to: Director of Marketing & Outreach

Responsibilities:

- Help with educational events and outreach activities.
- Help with marketing at Health Fairs and Expos.
- Other opportunities as they come available.

Skill Set

- Accurate and detail oriented.
- Solid organization skills.
- Ability to sit or stand for an extended period of time.
- Basic counting ability.
- Elementary reading, writing and speaking proficiency.
- Can learn to use office equipment.

Volunteer Signature _____ Date _____

The health care provider stands in a fiduciary relationship with the patient. This relationship is bound by strict duties of secrecy and fidelity. Do not reveal any information about a patient's medical condition or treatment to anyone, either inside or outside the Center.