



San Diego Futures Foundation
4283 El Cajon Blvd, Suite 220, San Diego, CA 92105
T: 619-269-1684 | F: 619-269-3471
www.sdfutures.org

San Diego Futures Foundation Job Description

Job Title: Social Media Influencer Volunteer (Unpaid)

ORGANIZATION BACKGROUND

The mission of SDFF, a local nonprofit 501c3 serving the entire San Diego County, is to improve people's lives by making information technology available to underserved individuals, organizations and disadvantaged small businesses through training, education, technical services, and equipment. SDFF is supported by a variety of local funders including the County of San Diego. For more information please visit our website: www.sdfutures.org.

JOB SUMMARY

Are you looking for an opportunity to increase your skills and add onto your resume this summer? Do you need volunteer hours for your college applications? Or do you just want to contribute to your local community? San Diego Futures Foundation (SDFF) has a volunteer opportunity that can provide all these skills and experience you are looking for! We are looking for enthusiastic, outgoing people to join our SDFF Business Development Team.

Our opportunity is designed for undergraduates, recent graduates, and graduate students who are capable of performing staff-level work with minimal supervision. The selected applicant will work closely with designated staff members to develop and execute projects that will advance the organization's agenda. Through this experience, the selected applicant will broaden professional skills and experiences in a demanding, but rewarding, setting. Project assignments are based on the selected applicant's qualifications as well as the needs of the organization.

While this opportunity is unpaid, the selected applicant will gain a wide-degree of relevant nonprofit experience with networking potential. Additionally, course credit may be available if allowed by the college/university of the applicant.

RESPONSIBILITIES

- Drafting content for use in print and online distribution
- Compile and distribute relevant media clips to staff and partners
- Provide communications supporting, including by drafting messaging and collateral
- Help maintain and expand San Diego Futures Foundation social networks
- Any other tasks assigned by supervisor



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EXPERIENCE AND EDUCATION

- Interest in technology; eagerness to learn
- Strong written and oral communications skills.
- Degree, or progress toward a degree, in communications, journalism or a similar field, or demonstrated success in public written communications
- Familiarity with Microsoft Office and social media platforms required, experience with WordPress preferred.

REPORTING

The Social Media Influencer Volunteer reports to the Business Developer and works cooperatively with all SDFF staff and clients.

TERMS

Hours: 11:00 AM to 3:00 PM Monday through Friday

Classification: Volunteer

Compensation: unpaid opportunity