

## **VOLUNTEER POSITIONS AVAILABLE**

Groton Neighbors is an all-volunteer organization. We welcome your help in whatever way you are able. To learn more about volunteering for one of the position listings, please give us a call (978) 272-0123 or email us at [service@grotonneighbors.org](mailto:service@grotonneighbors.org) and we will be happy to help you explore these or other ways you might help.

### **Communications Coordinator:**

This person will work closely with Membership & Marketing team and across the organization to develop and implement a communications plan and supporting materials to create visibility and awareness among our members and the larger Groton community. This position requires an individual who is comfortable navigating our website and able to create attractive and professional content for distribution through social media channels, our website, and print.

### **Office Staff:**

Join a team of volunteers who cover our virtual office two days each month. This role in our virtual office offers a predictable schedule with freedom and flexibility to easily integrate with your daily life. It is the day-to-day heartbeat of Groton Neighbors. Requires good communication skills, dependability, and internet access. Training along with support of the entire Office Staff team will be provided.

### **Website Administrator:**

Working with leadership and our web provider, this person will be responsible for administration of the Groton Neighbors website and provide support to our volunteers who utilize our website. Familiarity with a web-based Content Management System is helpful but willingness to learn is more important.

We look forward to talking with you about these positions or other volunteer interests you may have. 🏡

