



SPECIAL EVENT VOLUNTEER

Time Commitment

6-8 hours depending on event and number of volunteers working the event.

Length Of Commitment

Special event day volunteers typically commit to a one-day event.

Qualifications

1. The ability to work independently and in a team setting.
2. Ability to tolerate inclement weather including humidity, heat, rain, cold, and noise.

Age Requirements

Must be 18 years of age or older.

Responsibilities

- Guest engagement,
- Set up/tear down,
- Offer directions,
- Request feedback,
- Assist with registration/ticket sales, and/or
- Distribute prizes.

Skills

- Excellent communication skills,
- Integrity,
- Be respectful, punctual, and attentive,
- Suggest solutions to issues, and
- Be open to feedback.



MARKETING/SOCIAL MEDIA VOLUNTEER

Purpose

Our Marketing/Social Media Volunteers assist by planning and creating social media as well as printed and electronic marketing content for First Command Educational Foundation. Our social media presence is vital in supporting our Agency's mission of educating those who serve, creating financial readiness programs and scholarships that help combat financial insecurity in our military community.

Qualifications

- Advanced or intermediate understanding of marketing strategy and how to use the concepts throughout various forms of outreach.
- Developing content to inform, educate and engage the brand's audience to increase awareness and achieve marketing goals.
- Experience in nonprofit marketing, journalism, public relations, or related field preferred.
- 1-2 years of social media management experience preferred.
- Advanced or intermediate knowledge of social media platforms.
- Experience with working with Office Suites, Google Suites, Adobe Illustrator and Photoshop, and Canva.
- Experience determining how to cater unique marketing campaigns to a unique audience.
- Ability to work alongside a diverse group of employees and simultaneously work toward many company initiatives at once.
- Ability to work in fast-paced environment.

Skills

- Social media marketing knowledge.
- Superior oral and written communication skills.
- Excellent organization and time management.
- Internet research skills preferred.
- Mastery of the major social media platforms including Facebook, Instagram, X, and LinkedIn.
- Knowledge of social media analytics software including Meta Business Suite, Google Analytics and Twitter Analytics to track audience engagement and campaign performance.
- Experience with word processor applications and image/video editing software.