

# Volunteer Role

## Media Assistant



Disability Network Northern Michigan (DNNM) volunteers are responsible for representing DNNM and upholding our mission by raising awareness and impacting communities in our seventeen county service area through outreach, education and advocacy.

### Primary Function

To assist with DNNM's online presence.

### Accountability

Director Organizational Advancement

### Responsibilities

- Attend a volunteer orientation.
- Help maintain DNNM website.
- Assist staff with office projects as needed.
- Help create and design brochures or flyers.
- Help update our social media channels.
- Goal to update website topics of transportation, housing, IL movement, current events and fundraising initiatives.
- Communicate weekly or when appropriate with DNNM staff member.
- Attend one staff meeting and one Board of Directors meeting per year.
- Attend additional volunteer training/meetings when needed.

### Qualifications

- Communicates clearly.
- Ability to problem solve.
- Outgoing personality.
- Reliable and responsible.

### Length of Term

This will be determined on the DNNM Volunteer Agreement form.

Building Communities that Work.