

# Brookside Gardens



## VOLUNTEER JOB DESCRIPTION

### PUBLIC RELATIONS ASSISTANT

**LOCATION:** Brookside Gardens, 1800 Glenallan Avenue, Wheaton, MD 20902-1369

**NEED:** Approximately 4 hours a week and more during peak times such as events and large mailings

**JOB DESCRIPTION:** Help to promote the Gardens and its events by obtaining media contact information, updating mailing lists and creating monthly press updates. Volunteers may also represent the Gardens at community outreach events such as expos and festivals

#### **DUTIES AND RESPONSIBILITIES:**

- Call lists of media contacts to obtain updated information
- Update media contact information into Outlook databases as needed
- Assist with large mailings as needed
- Assist with delivery of large mailings such as delivering materials to the library distribution center
- Create monthly press releases and sending to media contacts
- Represent the Gardens at onsite events and offsite community outreach events as needed
- Perform administrative tasks such as copying, filing, answering telephone

#### **QUALIFICATIONS AND REQUIREMENTS:**

- Positive attitude, willingness to succeed
- Knowledge of Word, Outlook, Excel necessary.
- Minimum age of 18 years.
- Ability to communicate effectively.

**TRAINING:**

- Training on the procedures of writing press releases, media advisories, PSA's, community calendar notices, methods of editing.
- Work directly with the Media Relations Coordinator.

**COMMENTS:** For more information, call 301-962-1429 or email [MCP-GardenVolunteer@mncpps-mc.org](mailto:MCP-GardenVolunteer@mncpps-mc.org).