



# HNXT Volunteer Position Communication Assistant

<b>Assignment:</b> <b>Community Outreach</b>
<b>Goal/Purpose:</b> Provide information to the community that is useful to residents and NRZs. Promote HNXT to donors, volunteers, members and strategic partners.
<b>Reports to:</b> <b>Communication and Marketing Chair</b>
<b>Responsibilities:</b> Communicate and promote the value of Hartford NEXT, Inc. by creating, maintaining and disseminating effective and compelling marketing materials and success stories, in concert with the HNXT Executive Director and the Communications and Marketing Committee.
<b>Tasks:</b> Develop HNXT Communications for use in print and social media <ul style="list-style-type: none"> <li>▪ Draft HNXT Community Newsletter</li> <li>▪ Draft HNXT Quarterly Newsletter</li> <li>▪ Draft Annual Report (Infographic)</li> <li>▪ Any other special project or task</li> </ul>
<b>Time Commitment:</b> 5 – 10 hours per week, based on the need of HNXT, including Communications & Marketing Committee meeting
<b>Skills and Qualifications Required:</b> <ul style="list-style-type: none"> <li>▪ Highly effective interpersonal, oral and written communication skills</li> <li>▪ Proficiency with standard business software such as Microsoft Office Suite</li> <li>▪ Experience with digital marketing</li> <li>▪ Bilingual (English/Spanish) skills a plus</li> <li>▪ Ability to work independently</li> </ul>
<b>Orientation Provided:</b> 30 minute – 1 hour virtual meeting
<b>Equipment Needed:</b> Desktop or laptop computer for virtual meetings and reliable internet/WiFi
<b>Location and Working Conditions:</b> Work remotely, Flexible hours
<b>Benefits:</b> Opportunity to share your skills and experience. Ability to make a difference for HNXT and Hartford residents Opportunity to gain additional experience
<b>To Apply:</b> Fill out volunteer application found at <a href="https://hartfordnext.org/volunteer/">https://hartfordnext.org/volunteer/</a>
<b>About Hartford NEXT, Inc. (HNXT):</b> HNXT, the coalition of Hartford’s Neighborhood Revitalization Zones (NRZs) and the City of Hartford, is a 501(c)3 non-profit, that serves as the collective voice of Hartford’s residents working to strengthen and grow the Hartford community. HNXT and the NRZs address a broad range of impacts to neighborhoods quality of life.