



Job Board Outreach Associate Volunteer Description

Organization	Red Lodge Area Community Foundation
Contact Info	Chelsea Ditmore chelsea@rlacf.org 406-446-2820 www.rlacf.org www.carboncountyjobs.org
Title Position	Job Board Outreach Associate
Brief Description	<ul style="list-style-type: none"> • Check online resources to see who is hiring. • Conduct outreach to employers by email, phone, or in person. • Post featured job of the week on various Facebook group pages. • Post jobs for employers who need help.
Time, Place, Duration	<ul style="list-style-type: none"> • Flexible schedule • Can do at home or preferably Red Lodge Area Community Foundation. • Long-term commitment • Must be able to volunteer at least 1 hour a week
Qualifications/Interests	<ul style="list-style-type: none"> • Outgoing personality • Ability to work independently • Knowledge of Facebook • Must be comfortable contacting businesses via phone, email, or in person. • Quick learner
Training and Orientation	Volunteer will be trained by an individual with knowledge of the procedure for outreaching businesses and using Facebook to drive traffic to job board website.
Organization Details	The Red Lodge Area Community Foundation builds community and connects people by catalyzing change and sharing resources to build a strong, vibrant, resilient, inclusive community.
Why is this important?	By updating the online job board regularly, we will continue to provide businesses and people in Carbon County a free resource to connect. This free job board is essential to fighting poverty and helping people accomplish their career goals.

