

# Networking & Public Relations Representative DESCRIPTION



## **Grassroots Non-Profit Networking & Public Relations Representative** **With Vera Aqua Vera Vita**

**Vera Aqua Vera Vita** is a grassroots nonprofit organization founded on the mission of “tapping into the physical and spiritual nature of water to empower people and communities in developing countries to generate clean water and sanitation solutions that bring ‘True Water True Life.’” We are a small and a relatively young organization with a lot of opportunity for growth and impactful contribution. Visit our website at [VeraAquaVeraVita.org](http://VeraAquaVeraVita.org).

**Job Description:** Meaningful, professional, and fun volunteer networking & PR representative working closely with the Founder & Executive Director, Director of Communications, and fundraising team to help accomplish the mission of Vera Aqua Vera Vita by supporting in networking & PR services as described below.

### **Minimum Qualifications:**

- Belief in/Supporting of Vera Aqua Vera Vita’s mission
- Willingness/motivation to learn & ability to quickly grasp new software, etc.
- Ability to work in a volunteer/team environment both in person and on the phone
- Self-motivated to complete projects, meet deadlines, and function independently without much oversight

### **Scope of Role:**

- Pursuit, registration, and attendance at speaking, networking, conference, and seminar events
- Pursuit, registration, and attendance at College Campus Career Fairs for recruiting more interns and volunteers
- Helping to position VAVV for the pursuit of major gift donors, corporate sponsorships, and Foundation/Organization Grants
- Coordination with the Director of Communications to plan and develop strategic and appropriate relationships with news agencies, college campuses, conferences, affiliated organizations, etc.
- Committee participation promoting Vera Aqua Vera Vita when assigned
- Participation in special event planning when assigned, for example: Annual Fundraiser

### **Expectations:**

- Estimated hours per week: 5-10 hours minimum
- Accountable to meet strict deadlines, *with exceptions*
- Bi-weekly Status Meeting with supervisor on assignments as needed
- The exact duration of the volunteer role will be determined during onboarding

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## Our (VAVV) Commitment:

- To provide the opportunity to work within a team of technical experts in a professional non-profit organization
- To provide an opportunity to learn, grow, and be creative in helping to vision VAVV for the future
- To provide a letter of recommendation, if requested, if all work requirements and professional standards were met during the volunteer period
- To provide experience working within a volunteer-based organization

## How to sign-up:

- Visit <https://www.myvolunteering.com/veraaquaveravita/>, select the appropriate volunteer role, create your volunteer account, and submit the sign up form.
- Then email Jacob Niemeier at [jniemeier@veraaquaveravita.org](mailto:jniemeier@veraaquaveravita.org) that you are ready to begin volunteering.
- Phone calls to Jacob at **317-670-6293** are welcome if you have questions, feedback, or want more information.