



## **VOLUNTEER OPPORTUNITIES Spring 2022**

Interested? Email [info@wfboston.org](mailto:info@wfboston.org) for more info!

### **Individual Opportunities**

*These opportunities are designed to be part-time and flexible. We accept those who work part-time or full-time to volunteer. As an entirely volunteer-led organization, we are very accommodating with time commitments and workloads. We have a unique community of professional volunteers that believe in the mission of empowering women and girls and bring their expertise to our table.*

#### **MAKE HER MARK (WFBoston's Signature Fundraiser Event) ROLES**

**Technology Coordinator** - (1) Help facilitate the creation of a website along with a professional company; (2) Maintain the MHM web page with up-to-date information as it is firmed up including sponsorship information

**Material/Collateral Designer** - (1) Create Signage (ie WFB posters) -there will be about 5 or 6 that need to be created to properly articulate the WFB message and recognize sponsors; (2) Create event program formatting and printing - the day of the event every participant will receive a program that will tell them about the WFB, the sponsors, panel members, and more. This is an important element particularly for sponsors that contributed to the event. We are looking for an organized person who can keep track of the various elements within the document and help make sure we properly recognize everyone in a beautifully designed brochure; (3) Create electronic invite and save the date

**Pre event publicity/Post Event PR Coordinator** - Create and distribute messaging leading up and post-event, including help writing a marketing/social media plan

#### **DEVELOPMENT**

**Grant Writer** - Join our grant writing team in researching, writing, and submitting grants and proposals.

**Graphic Designer** - Assist in the creation of marketing materials, logos, social media posts through graphic design

**Corporate Sponsorship Assistant** - Assist in increasing corporate sponsorships for our Make Her Mark Event.

**Event Assistant** - Join our group to help create, manage and produce our first inaugural event, Make Her Mark.

## **OPERATIONS**

**HR Lawyer** - Legal guidance on strategic and future hiring needs.

**DEI Consultant** - Strategize and evaluate our DEI policies and procedures.

**Summer College Intern Consultant** - Help improve and grow our successful summer college internship program including reaching out to universities for recruiting top quality diverse candidates.

**Volunteer Management Consultant** - Strategize and evaluate our volunteer practices and procedures. Investigate software and recommend long term strategy.

**WSO/GSO Index Research Assistant** - Help build and refine this important index which will be used to measure our growth and impact.

**HerStory Long Term Research Project Leader** - Manage our long term study of women and girls. Manage the volunteers that interview and video beneficiaries of our grants to assess impact. This project began in Summer, 2021 and is projected to continue annually.

## **MARKETING**

**Email Marketer** - Help create and manage WFBoston email strategy. Content, frequency and segmentation.

**Marketing Interviewer** - Help manage our long term study of women and girls. Interview and video beneficiaries of our grants to assess impact.

**Infographic Designer** - Assist in creating infographics for our marketing team.

**Graphic Designer** - Assist in creating our 2021 Impact Report.

**Auction Lead** - Assist in auctioning items online for fundraising.

**Make Her Mark Marketing Coordinator** - Assist in the production of marketing assets for our Make Her Mark event; experience in graphic design is preferred.

**Corporate Sponsorship Assistant** - Help outreach to potential corporate sponsors.

## **PARTNERSHIPS & OUTREACH**

**Diversity Outreach Coordinator** - Research and evaluate methods to connect WFBoston to diverse groups, including younger women and women of color.

**Greater Boston Gateway City Consultant** - Strategize and recommend how to create and develop partnerships with schools, companies, and community groups in Worcester, Lynn, Lawrence, and Lowell, and how to create virtual info sessions to attract volunteers and donors.

**Info Session Manager** - Investigate opportunities for WFBoston to host virtual information sessions (schools, universities, companies, sports teams, foundations, community organizations, etc.). Manage and track our information sessions for impact and follow up.

**Women and Girl Research Project Consultant** - Evaluate all aspects of our research, including research collaborations with local universities and research organizations. Create a strategic plan for research going forward. WFBoston could potentially co-fund and distribute.

## **TECHNOLOGY**

**Digital Marketing Video Manager** - Create, edit and produce video from our inventory of excellent interviews. Create important and exciting content for our website and social media.

**Fundraising Tech Coordinator** - Assist with backend of the fundraiser for our signature event.

**Technology Consultant** - Assist with creating our Technology Strategic Plan and implementation.

## **PROPRIETARY PROGRAMS**

**Junior Board Manager** - Join our Junior Board or help build and manage the WFBoston Junior Board

**Young Women's Leadership Program (YWLP) Lead** - Committee Chair, Community Chair, Experiential Learning Chair, Professional Development Chair, Marketing and Communications Chair; commit at least 18 months to the program

## **ADDITIONAL NETWORKING OPPORTUNITIES**

- Introduce us to potential donors (your employer, friends/colleagues, foundations)
- Introduce us to potential corporate sponsors or foundations
- Introduce us to your community including the suburbs, South End, Seaport, etc.

- General networking assistance

## **Group Opportunities**

*These opportunities are designed for local corporate, college, and community groups in mind. Opportunities could be for one day, monthly or quarterly as it fits with group schedules*

- Create a marketing video highlighting WFBoston's work including interviewing the CEO, COO, Grant Manager and CFO
- Develop opportunities for WFBoston to have virtual info sessions (suburbs, schools, universities, companies, sports teams, foundations, clubs).
- Evaluate how to market/connect WFBoston to women of color.
- Create virtual info sessions in your company's area.
- Create WFBoston's 2021 impact marketing brochure.
- Write and submit a foundation grant. We are missing out on opportunities for funding.
- Help with data analysis and input; experience with Salesforce and pivot tables helpful.
- Create and plan an interactive, fun bi-annual donor thank you event for our volunteers.
- Host a webinar highlighting careers for women or other topics.
- Evaluate our marketing presentation deck for corporate information sessions.
- Evaluate and revamp our Corporate Sponsorship deck.
- Create video content highlighting our impact with women and girls serving nonprofits.
- Create video content interviewing our summer interns, volunteers and staff.
- Host a "friendraiser" virtually or at home, office or WFBoston's office. Invite your colleagues, friends and family to learn more about our mission.