



## **Manager, Internal Communications**

### *Volunteer Engagement Committee*

#### **Organization Mission and Vision**

The Young Nonprofit Professionals Network of Washington, DC (YNPNdc) works to elevate, energize, and educate the Washington DC Metro nonprofit community by sharing resources, building skills, and fostering connections.

YNPNdc is an independent 501(c)(3) organization, affiliated with the Young Nonprofit Professionals Network (YNPN), which serves more than 50,000 members and includes chapters in more than 40 cities. Our vision is an inclusive community of forward-thinking and inspired professionals equipped to lead the nonprofit sector.

#### **Position Overview**

This volunteer role is responsible for creating a strong visual identity and effective communication channels for YNPNdc's volunteer program. The Internal Communications Manager will be responsible for designing engaging visual materials and producing informative newsletters to inspire and inform our volunteer community. This role requires strong design skills, attention to detail, and a passion for visual storytelling.

#### **Responsibilities:**

- **Design:**
  - Create visually appealing and on-brand design elements for volunteer materials, including PowerPoints, one-pagers, social media graphics, and email templates.
  - Maintain and update existing volunteer engagement visuals to ensure consistency and freshness.
- **Communications:**
  - Develop and distribute bi-weekly volunteer newsletters, highlighting volunteer opportunities, events, and accomplishments.
  - Identify and share relevant workshops, conferences, webinars, or online courses that align with volunteer interests and skill development.
  - Manage the volunteer portal, ensuring it is visually appealing and easy to navigate.
- **Committee Participation:**
  - Actively participate in Volunteer Engagement Committee meetings.
  - Collaborate with committee members on volunteer engagement initiatives.
  - Contribute to the development of volunteer engagement strategies.

#### **Preferred Qualifications:**

As a young professional organization, YNPNdc is committed to providing opportunities for young and/or aspiring nonprofit professionals to develop the skills needed to advance their nonprofit careers. As such, the qualifications below are not required to apply for the position, but applicants should have interest in gaining experience and/or further advancing their knowledge in these areas:



- Passion for the nonprofit sector and volunteerism.
- Strong design skills and proficiency in design software (e.g., Adobe Creative Suite, Canva).
- Excellent written and verbal communication skills.
- Attention to detail and ability to create visually compelling materials.
- Ability to work independently and as part of a team.

Volunteers will begin in October 2024 and are expected to serve a 12-month term. Applications are due Sept. 19.

Apply at <https://forms.gle/35M6PTwpZR65KuWf6>