
Evening Star Productions

Job Description Form

Division/Department: Executive Planning

Location: Evening Star Productions Headquarters

Job Title: Volunteer Coordinator/Community Outreach

Reports to: Tony Mullins

Title: Founder/CEO

General Description

Responsible for fostering relations with the community that will allow the company to grow and strengthen in terms of functionality and patronage. Some tasks include, but are not limited to:

- Staffing certain positions in the company with interns or volunteers where such an opportunity can apply.
- Reaching out to companies for partnerships and sponsorships to allow the company to absorb large and continual financial outsourcing by bringing it in house through in-kind donations and/or other benefits.
- Recruiting, and maintaining a great relationship with Donors and Subscribers for the company.

The Following Strengths would be beneficial, but not necessarily required:

- A strong background in participating, and managing community service related events.
 - Two years recent experience in management.
 - At least two years experience in working with a non-profit company.
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Serious Inquiries only, if interested please send your resume to jobs@eveningstarpro.com , with the subject: Community Outreach Coordinator.