

15-May-2011

## **Public Relations Representative for NASF**

Newberg Animal Shelter Friends (NASF) is a 501c3 non-profit fundraising organization whose mission is to fund and aid in the construction of the new Newberg Animal Shelter.

NASF is looking for a person interested in the position of Public Relations Representative. This is a volunteer, no pay position and very important to NASF. This person needs to be personable and provide good customer service to the community and NASF. They are expected to write and submit letters, press releases and interviews with the media. Provide consultation to NASF Board of Directors on public relation strategies and needs.

Basic Duties:

- 1) Write and submit press releases to the media in a timely manner to promote NASF events and to educate the public regarding NASF and animal shelter issues and needs.
- 2) Attend Newberg City Council meetings once a month (at a minimum, quarterly) and give a report to the council on NASF activities, including the current budget total, the results of any recent fundraising events, and any upcoming fundraisers planned. Council meetings are held twice a month (1<sup>st</sup> and 3<sup>rd</sup> Monday of each month). The report must be no longer than 5 minutes and the court reporter needs a written copy of the report.
- 3) Assist in the maintenance of the NASF Facebook page.
- 4) Attend NASF meetings and assist with events and provide public commentary when needed.

If you are interested, please submit a letter describing why you are a good candidate for this position. Please include a sample press release, which can be fictional.

Please submit to: [janet.floren@gmail.com](mailto:janet.floren@gmail.com)

If you have any questions, please email the above address.

Please visit our website for more information about NASF:  
[www.newberganimalshelterfriends.org](http://www.newberganimalshelterfriends.org)

Thanks,

Jan Floren  
President  
NASF