



Staff use only
Date of Request:
Target fill date:
Number of openings:
Comments:

Volunteer Job Description

Date of Request: November 19, 2008

Job Title: Multilingual podcaster

Objective: To assist the IISTL with its outreach efforts via podcast. Primary languages sought: Spanish, Chinese, Bosnian

Department: Administration - Community Relations

Volunteer Supervisor: Kate Howell, Community Relations Manager

Location: International Institute

Time commitment: 5+ hours per month

Responsibilities: Write and record monthly foreign-language podcast under the supervision of the Community Relations Manager

Qualifications: Native-like fluency in target language (Spanish, Bosnian or Chinese), ability to translate English to target language. Willingness to write, read, and record scripts which will be public information.

Training Requirements: New Volunteer Orientation, on the job training.

Benefits to volunteer: gain communications experience while serving the community.