



VOLUNTEER STAFF POSITION



CERT Social Media/ Website Coordinator

VOLUNTEER DESCRIPTION

POSITIONS	CERT Social Media/ Website Coordinator- 2 Positions Available
CLASSIFICATION	Volunteer Position – Non-Paid
DEPARTMENT	Office of Emergency Management – Menlo Park Fire District
VOLUNTEER POSTING	11/23/2020
APPLICATION CLOSES	Open Until Filled

PURPOSE OF POSITION:

Provide support to the Office of Emergency Management with managing and supporting the CERT social media and website communications. This volunteer position will become an active member of the department and an affiliated Fire District volunteer. Position may require a 10-15 hour a week commitment and become the point person for the department on our CERT social media/ website outreach efforts.

VOLUNTEER FUNCTIONS:

- Assist with developing, implementing and supporting the Menlo Fire CERT social media and website content.
- Assist with monitoring social media presence and the overall effectiveness of emergency preparedness messaging.
- Assist with creating and marketing emergency preparedness social media posting content.
- Assist with staying current on emerging industry trends and stay up-to-date on social media innovations and best practices.
- Assist with growing the CERT brand presence within the communities by utilizing social media.
- Assist with managing the CERT website and learning Wild Apricots (website system application).
- Assist with CERT newsletters and OEM social media publications.

VOLUNTEER REQUIREMENTS:

High school education or equivalent. Knowledge of the CERT program. Strong communications skills ability to edit newsletter, edit program website, and correspond with CERT membership and public. Computer software skills in word processing, spreadsheets and other applications. Social media interests. Ability to understand and follow oral and written instructions. Ability to work effectively with the public, other employees and agencies. Ability to meet the physical demands of the position as established by the Department. We encouraged individuals with interest in Emergency Management profession to apply.

SPECIAL REQUIREMENTS/LICENSES: Must have a basic understating of the CERT program and emergency management. Live Scan background check required.

PHYSICAL DEMANDS OF POSITION:

Non- strenuous activities. Work can be done remotely but will require occasional in-person meetings with staff from time to time. Ability to work on computer or at desk for a minimal amount of time. Regular phone-check ins and conference calls with Office of Emergency Management.

INTERVIEW/ APPLYING:

Please send your resume and interests for this position to Andres Acevedo (CERT Program Coordinator) aacevedo@menlofire.org . Questions related to this volunteer posting can be made at 650-323-0255.