

# Project Service Volunteers

**Project Service Volunteers** are selected to help on a specific project or program for a specified period of time.



## **Story Writing:**

Well-written and compelling copy for marketing or communication materials. Examples include a brochure, one-pager/fact sheet, or fundraising/ promotional material.

Messaging that is consistent with brand identity, public relations strategy and communications objectives.

## **Data Research:**

Source, compile, interpret and reconcile key agency financial, operational and statistical data, and generate a variety of value-added reports for SJW Board, Leadership and staff.

## **Technology:**

Assistance with setting up a Google Analytics account and tracking codes for the Organization's various web assets (e.g. mobile apps, website, blog, social media)

Training on how to track performance, set up reports and analyze the data collected online. Set of guidelines for data collection, interpretation and analysis.

## **Print Material Design:**

Designs for a pre-determined number of marketing or communications materials (examples: one-pager/fact sheets, fundraising collateral, event invitations, and pamphlets).

Templates with accurate, print-ready specifications

## **Annual Report Writing:**

Clear and effective copy for an annual report that illustrates the Organization's successes and plans for growth. Copy may include: programs descriptions, allocation of funds and recognition of donors and volunteers.

**Volunteers enjoy a flexible work schedule, driven by project needs. High level volunteer roles that directly supports SJW Leadership in a vibrant, fast-paced, and visionary atmosphere.**

Complete a Volunteer Application today. Email the completed application as an attachment to [info@sjwjobs.org](mailto:info@sjwjobs.org). You may also mail or fax the completed form to us. Please see the application form for details. Our Volunteer Services staff will contact you to schedule an interview.

**If you have questions, contact Rae Herrera at (602) 223-3467 or by e-mail at [rherrera@sjwjobs.org](mailto:rherrera@sjwjobs.org).**