

**Position Title:** Public Relations & Recruiting Assistant - PT

**Organizational Description:** Computer Mentors Group (CM) is a non-profit organization with the mission of providing opportunities for educational and employment success through bridging the technology divide for populations without sufficient economic resources, especially as it relates to children and youth.

**Role of This Position:** Assisted by others in the organization, this person will be the primary CM resource for the recruiting of clients and for public relations (PR). As such, this person will lead the effort in telling the CM story and making sure that the public is aware of its program offerings and good works in the community. To do so, this person will have the primary responsibility of writing the company newsletter and creating other online content.

**Responsibilities & Duties:**

- Take on the primary role of recruitment of clients
- Attend various special events and represent the organization in various meetings throughout the community
- Man event/display tables at various events to assist in the recruitment of program clients
- Work closely with CM managers and staff to be aware of all CM programs and upcoming events
- Be the primary resource to create the organization's monthly newsletter including sourcing newsletter stories
- Assist in the maintenance of social media channels (Facebook, LinkedIn, Twitter, Instagram, etc.)
- Work closely with funding clients to make sure that they receive recognition and that they are aware of the recognition and feel appreciated
- Write and distribute press releases
- Assist in the promotion of upcoming events and activities including activities to assist in recruiting clients.
- Work closely with the news media to have stories consistently placed in newspapers, recognized on television, and interviews broadcast on radio

**Qualifications:**

- Outgoing, creative individual
- Great people and writing skills
- Ability to build a relationships with many diverse groups of people
- Should be able to easily use creativity tools required to create newsletters and press releases
- Graphic arts skills are a definite plus

**Compensation, Scheduling & Hours**

- Salary commensurate with skill and experience
- Part-time, between 15 and 20 hours per week
- Some nights and week-ends required

**How to Apply:** Send resume and cover letter to via E-mail to Ralph Smith at [RSmith@computermentors.org](mailto:RSmith@computermentors.org).

Please learn more about our organization and programs by visiting our website at:  
<http://www.computermentors.org>.