

Community Outreach Officer

The Community Outreach officer will be the representative in communication with corporations and organizations on behalf of Speak Out Loud, Inc. Point of contact person for organizational representation. Officer will have charge with informing community and maintaining communication with local companies and organizations. Create and maintain organized system of all contacts. Make monthly and quarterly contact with contacts. Officer will also perform any other duties that may be required by these Bylaws or prescribed by the Board of Directors.

Social Media Officer

The Social Media Officer will handle all social media accounts including website. This includes, but not limited to, advertising and marketing events, posting inspirational, motivational, and education quotes and phrases, posting and gathering news worthy material, and controls all social media communication, as well as any other duties that may be required by these bylaws or prescribed by the Board of Directors.

Data Coordinator

The Data Coordinator will be in charge of all inputting and upkeep for of records and documents. Coordinator will create and maintain updated filing system and electronic documents of all organization paperwork. Have accessible system of record keeping. Assist other officers with record keeping. Coordinator will also assist in the data collection and maintenance of all corresponding officers as needed. Coordinator will also perform any other duties that may be required by these Bylaws or prescribed by the Board of Directors.

Volunteer Coordinator

The Volunteer Coordinator will create descriptions of volunteer work, recruit new volunteers through local and social media, community meetings, and hold training sessions. Coordinator will also discuss upcoming events and ongoing needs. The volunteer Coordinator will act as Supervisor for all volunteers, serve as a liaison between volunteers and paid staff, as well as maintain records/database of volunteers, their duties, hours worked, and create reports for management. Create and send monthly or quarterly communications to volunteers. Coordinator will also perform any other duties that may be required by these Bylaws or prescribed by the Board of Directors.

Secretary

The Secretary will keep minutes of all meetings of officers. Assist Managing Director with scheduling of meetings and events, answer phones and emails. Basic office duties, file, copy, and fax documents. First person of contact at office phone and generally perform all duties incident to the office of Secretary and any other duties as may be required by law, by the Bylaws, or which may be assigned by the Board of Directors.

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