



SPIRIT OF LIBERTY FOUNDATION

Volunteer Positions Available

Data/Entry Callers – Several positions Available

Important position, as they will be leaving messages for C.E.O's, Senators and congress. Will help with research projects, light typing, spreadsheet usage, and Initiating calls to connect us to speak with representatives or join meetings. Helps us with media press release in all media platforms. Assist in typing letters and emails. (Will train)

Please have the following skills:

- Speak Clear & Concise
- Able to follow instructions
- Knowledge in MAC usage
- Microsoft Office Suite Literate
- Able to be Confidential with Material
- Positive & Can Do Attitude

Fall Scheduler – (Internship Commitment time August – December) 1 Position

High School Junior/Senior Applicable

Assist with communication and coordination with Nation's high ranking seats and C.E.O.'s of company's. Great Opportunity for someone with future career interest in **Non-Profit, Politics or Business**. Given the communication contact provided and depending on events might actively participate in travel. Your job will be to coordinate with The Spirit of Liberty Foundation's Chairman. Fall will provide a busy schedule in 2018. You will be handling the updates, changes and contacts for the event. For this positions the following skills will be a **Must** have:

- Must be organized
- Mac Savvy
- Microsoft Outlook knowledgeable
- Microsoft Suite Comfortable
- Strong Communication Skills
- Able to be Confidential with Material
- Phone Confident & Comfortable
- Positive & Can Do Attitude!

Graphic/Video Designer Assistant – Several Positions (Provide Portfolio Proof)

This position will assist in creating images that will be used as a presentation for the foundation, marketing ads and images, create photo/video content for all major Social Media Outlets and images to the Foundations Website. Creativity will be used in unique graphic illustrations to display on website, informational and educational content for the Foundation social media and websites. This position helps the image of the foundation and its purpose. If you have an interest in professional Graphic Design and Marketing. Please have skills or knowledge in the following:

- Skilled with Adobe Illustrator
- Experience creating social media content (ex: Instagram, Facebook, Twitter, etc.)
- Website experience with Wordpress
- Excellent Writing Skills: to be used copywriting (captions, story-telling)
- Photoshop/ video production software
- Positive Can Do Attitude & with Creativity!

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To Honor, Raise Awareness and Support for our Armed Forces and First Responders

Non-profit 501(c)(3) – Tax ID 13-3586119