



Room Circus: a Non-Profit committed to alleviating the isolation and stress of hospitalized children and their families through the healing art of laughter and play. For more information: roomcircus.org

Publicity Chair Job Summary:

Room Circus is searching for a pro bono Public Relations Specialist to fulfil the Publicity Chair vacancy on their General Board of Directors.

The Publicity Chair is part of the Communications Committee and reports to the Vice President of Communications.

This person should have strong interpersonal/communication skills, a focus on organization, and enhanced multitasking abilities. Actively develops and maintains media contacts, including national, regional, local and online. Understanding of the digital media space, including bloggers and social media. Writes press releases and pitch letters, and other promotional materials relating to Room Circus publicity campaigns. Works closely with fundraising and events team.

Key Responsibilities:

- Generate Press Releases as needed
- Establish Relationships with Local Media and Broadcasters
- Publishes events on local Patches, and other online Classifieds
- Room Circus General Marketing Packet Collation/Distribution
- Utilize volunteer Graphic Design Artist services for marketing materials
- Marketing and Advertising Campaigns to support fundraising efforts
- Raise the Room Circus Profile

Time Commitment: 10-15 hours per month, voluntary unpaid work..

Education/Experience: Bachelors in Communication or Journalism or Business, philanthropy experience desired.

Apply with resume and covering letter: president@roomcircus.org