



V O L U N T E E R P O S T I N G

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DATE: March 12, 2010

DEADLINE: ASAP

GENERAL & ADMINISTRATIVE:

1. Filing and purging prior year admin files.

This position requires 3-4 hours a day. Depending on availability.

2. Administrative;

- Provide phone relief for receptionist.
- Provide administrative support for General Manager and Director of Business Affairs.
- Responsible for keeping paper in copier and fax machine.
- Assist Receptionist with office supply inventory.
- Assist with workshop registrations.
- Assist with mail distribution.
- Distributes all faxes received.
- Assist Receptionist with upkeep of break room.
- Assist with coordinating quarterly newsletter.
- Assist other Departments as needed.

Some clerical and admin experience a plus. Very people oriented and organized. Multi-tasking. Pleasant phone manner.

3. COMMUNITY EVENTS: Rebecca Hernandez

- Available weekends.
- Represent People TV at community events, i.e. family festivals, neighborhood events, music and press conferences.
- Assist in promoting People TV various programs.
- Assist in set up of table, tent, material and activities to be presented at community event.
- Provide a welcoming environment for attendees.

Requirements: very people oriented and enjoys outdoors, networking in a professional manner. Some marketing experience a plus. Length of events may vary, 1-2 days. Available weekends and possibly weekday's day and evenings. This position will be split in shifts.

4. COMMUNITY DEVELOPMENT: Antoine Haywood, Director

Days: Monday, Wednesday, Friday

1. Develop script and voiceover for promotional spot that entails the Mission, brief description of programs and services or what People TV and fundraising pitch at the end.
2. Press information – develop press releases for FUEL Media and Sidewalk Stories, and assist with creating a quarterly E-Newsletter. Creative, organized, detailed to deadlines individual would be helpful some experience with formatting, creating a newsletter. (Past programs utilized for newsletter, Constant Contact, Vertical Response).
3. Assist with contacting non profit organization for People for People segment and PSA service. This is a service that is provided FREE to non profits. Volunteer that enjoys meeting new people and outgoing would benefit from this.



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4. Assist in the taping of People for People here at People TV studios. Usually taped on Thursday and Friday mornings. Some experience with taping, camera work would be needed. A great opportunity for someone that needs to or would like to keep up on his/her production skills.
5. Log tapes on B-Roll and other footage.

There are also volunteers needed to assist in crewing and set up of certain programs.

EDUCATION/PRODUCTION: Jae Foster, Director

Days: Monday – Friday.

1. **Facilitator** – assist with studio setup, providing producers access to studios and editing suites. Assisting in daily maintenance of prop room, studios and edit suites. Monitoring the entrance to assure in and out signage of producers, volunteers, etc. This is a multi-task volunteer position. Very people oriented. Some database entry experiences a plus. Strong customer service position.
2. **Educational Service Volunteer:** Studio set up prior to Introduction Workshops (see schedule in Educational booklet) and quarterly FREE orientation held at People TV studios.
3. **Compix Graphics Trainer:** Assisting producers and volunteers with CG operation, building and applying graphics and titles for production. Some experience with television production/graphic. Computer knowledge a must.

If you are interesting in volunteering with People TV, Inc., send a resume to:

**People TV Inc.
ATTN: Volunteers
190 14th Street, NW
Atlanta, GA 30318-7802
Or fax to 404-874-3239
volunteer@peopletv.org**

NO PHONE CALLS PLEASE

Consistent with our equal employment program, we ask your cooperation and assistance in our efforts to recruit, hire and promote qualified women and minorities. In this regard, if you know of individuals who might be interested in and qualified for this position, we encourage you to refer them to us.

People TV is an Equal Opportunity Employer