



Volunteer Title	Volunteer Newsletter Coordinator
Department	Human Resources & Volunteers

About Strawberry Banke Museum:

Strawbery Banke Museum is a 10-acre living history museum located in the heart of downtown Portsmouth. The museum interprets daily life in the same historic waterfront neighborhood over 300+ years, making the 37 historic buildings accessible to a wide range of visitors one of our primary goals. Strawberry Banke hosts an ever-growing number of special events and programs throughout the year. Seasonal and holiday signature events are time-honored traditions that help make Portsmouth the vibrant destination it is. Strawberry Banke is continually ranked as TripAdvisor’s #1 “Thing to do in Portsmouth” and Yankee Magazine Editors’ Choice: Best of New England Classics “Best Historic Village.”

Strategic Framework:

Strawbery Banke Museum:

- A place to learn,
- A place to gather,
- A place to preserve.

Mission Statement:

To promote understanding of the lives of individuals and the value of community through encounters with the history and ongoing preservation of a New England waterfront neighborhood.

Toward that goal, Strawberry Banke Museum:

- Acquires and conserves, for today's visitors and for future generations, historic buildings, objects, and other materials pertinent to its mission.
- Conducts research aimed at placing local developments within the broader context of city, state, and national history.
- Disseminates the results of that research to the public through exhibitions, publications, demonstrations, tours, symposia, workshops, and other educational activities and programs.

Position Overview:

This Volunteer Newsletter Coordinator is a leadership opportunity to work closely with 2 other volunteers (Prospective Volunteer Coordinator, and Existing Volunteer Engagement Coordinator), and alongside the Director of Human Resources/Volunteer Manager. Together these 4 positions will form a Volunteer Communications sub-committee as part of the larger High Impact Volunteer Engagement (HIVE) team.

Key Responsibilities:

- Assist the Volunteer Manager with designing and creating the quarterly volunteer electronic newsletter.
- This position can be tailored to the volunteer’s interests and abilities, and include responsibilities such as:
 - Suggest topics for the newsletter;
 - Interview volunteers;

- Take photos of volunteers working in various roles;
- Write brief newsletter content;
- Format the information using Microsoft Publisher.

Initial Impact:

The creation of an engaging and informative e-newsletter sent on a regular basis to all volunteers will create a significant impact on SBM in the immediate future. For example:

- The museum will have a platform to promote both volunteer opportunities as well as the soon to be developed Volunteer Orientation & Enrichment sessions;
- Increased volunteer satisfaction with the SBM volunteer program when they read the topics highlighted in the newsletter such as:
 - recognition for their hard work on projects or during events;
 - descriptions of new upcoming volunteer opportunities;
 - or they are inspired by the success stories of other existing volunteers
- New and existing volunteers will have an increased level of knowledge of the various volunteer opportunities available at the museum and will be able to identify potential new opportunities that are the best fit for their skills and interests;
- Volunteers will have increased knowledge of how their role fits into the work conducted by other volunteers as well as the employees;
- Volunteers will more closely see why volunteers are integral to the success of the organization, leading to increased yield of returning volunteers and an increased number of individuals' annual active volunteer hours.

Sustained Outcomes:

Increasing intentional efforts to engage new and existing volunteers will create a lasting impact as a result of this volunteer's work. For example:

- Relationships with volunteers will be developed from episodic and transactional (e.g., volunteering one time for one shift at an event) to fully engaged throughout the year in meaningful and ongoing ways.
- Volunteers will serve as museum ambassadors who elevate SBM's reputation in the community.
- SBM will see an increased number of volunteers who choose to become Members and Donors.

Staff members will be able to spend more time on the jobs they've been hired for and rely on highly skilled and dedicated volunteers, thus leading to more engaged, satisfied, productive and efficient employees, therefore having a positive impact on the bottom line of this nonprofit organization.

Training & Support:

SBM values ongoing opportunities for training and professional development. We are dedicated to ensuring our volunteers have the tools to be successful, including opportunities to gain new skills. For example:

- Attend workshops (in-person and/or webinars) offered through the HIVE Program and other trainings offered by organizations such as the NH Center for Nonprofits, Volunteer New Hampshire, and Granite State Ambassadors.
- Attend planning and training meetings with SBM staff and other volunteers as part of the HIVE team.
- Access to webinars, articles, slideshows, and other resources.

Strawbery Banke Museum is committed to supporting this volunteer role through:

- Regular meetings with the Director of Human Resources/Volunteer Manager (bi-weekly or monthly depending on the volunteer's schedule).
- Attend monthly HIVE team meetings as volunteer's schedule allows.
- Frequent email communication with HIVE team.

Commitment (Length, frequency, and amount of time; location):

This position is expected to be an ongoing opportunity with a flexible total time commitment, approximately a few hours per week or 15 hours per month. The project will require more hours at the beginning of the calendar year during the initial design of the e-newsletter format. Hours can phase out later in the year, depending on the volunteer's schedule. The volunteer will be encouraged to develop the schedule based on the number of hours they are able to commit.

Much of this work can be done remotely, anytime that works for the volunteer's schedule, with the exception of in-person meetings, in-person interview with volunteers, and taking photos of volunteers in action. However, this volunteer is always welcome to work in the SBM Administrative Offices using the volunteer laptop, software, and telephone anytime Monday – Friday between the hours of 9:00am-4:30pm.

Skills and Qualifications:

- Proficient in Gmail and/or Outlook, Word, PowerPoint, and Publisher.
- Experience with the design and creation of e-newsletters preferred.
- Excellent written and oral communication skills required.
- Willingness to learn and be part of a team.

Benefits:

- Opportunity to meet new people, make a significant difference at a nonprofit organization, and be part of a collaborative team at SBM including Directors from various departments and the President/CEO; professional references gladly provided upon request.
- Connect with contacts at other local organizations.
- Learn new skills through training opportunities.
- Receive complimentary SBM Membership based on total number of hours volunteered annually.
- Attend annual Volunteer Appreciation Party (May).