



Warriors' Angels Program Outreach Liaison Volunteer Role Description

Description

This position is a virtual volunteer role for Guardian Angels for Soldier's Pet® acting on behalf of the Organization and responsible for the public relations and events related to the Warriors' Angels program within their assigned designated area.

This position reports to the State Liaison.

This position is not responsible for fundraising except in the state of TX only at this time.

Responsibilities

- Complete understanding of Guardian Angels for Soldier's Pet organization and the Warriors' Angels program.
- **Communications/Public Relations Outreach:**
 - Represents the Organization's Warriors' Angels program within their assigned designated area with military and civilian media contacts
 - Create and maintain a civilian, military, and veteran media/public affairs contact list for the assigned designated area. This list should be provided to the State Liaison and National Program Director.
 - Educates the civilian, military, and veteran communities about the WA program, PTSD, and Assistance Service Canines.
 - Develop and maintain relationships with local media and military public affair offices to promote Guardian Angels for Soldier's Pet and the Warriors' Angels program within your assigned designated area.
 - Develop appropriate program related press releases, sharing with the State Liaison, National Program Director, and National Marketing Director for official approval prior to release to their civilian and/or military/veteran media contacts.
 - Contributes to the organization's National Quarterly Newsletter.
- **Event Outreach:**
 - Identifies, contacts, and maintains a list of potential events within their assigned designated area where an "Information Table" at such event would be a benefit to the Warrior's Angels program.
 - Make appropriate contacts and necessary arrangements to attend the event.
 - Obtain appropriate Event required Vendor registration documents (including any required registration fee details) and forward to the program's National Program Director for review, preparation, and legal signature of the organization's CEO signature. The National Program Director will forward the



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prepared/signed registration document, along with required registration fee to the Event contact and a copy of the registration document will be provided to the Outreach Liaison, program's State Liaison, and the National Marketing Director.

- Recruit local volunteers (if needed) to assist with the Information Table on the day or days of an approved Event. Training of such volunteers may be required to properly assist the Outreach Liaison at such Event.
- Interacts with the National Marketing Director to get the word out about participation at specific events.
- Works with individuals/businesses/organizations who have contacted Guardian Angels for Soldier's Pet requesting our presence at their "3rd Party Fundraising" event where the net funds raised will benefit the Warriors' Angels program in your resident state. National Program Director advises the State Liaison, appropriate Assistant Liaison, and appropriate Outreach Liaison of such event.
- Willing and agrees to follow and adhere to the organization's mission, Warriors' Angels program, program standards, required reporting/recordkeeping guidelines/policies.
- Arrange with various local military and veteran organizations or businesses to do a presentation to their membership about Guardian Angels for Soldier's Pet and the Warriors' Angels program. Advise the State Liaison and/or Assistant Liaison of such presentation (date, time, location) so they may attend if possible and assist as needed.
- Prepares the Organization's monthly "Volunteer Service Hours" report for recording and reporting your time during a month, emailing report as an attachment to the National Program Director no later than the 15th of the month following the reporting month..
- Prepares the Organization's monthly "Travel/Mileage" report for reporting their travel and mileage for a specific month, emailing such report to the National Program Director no later than the 15th of the month following the reporting month.
- Check the official program assigned email account on a daily basis.
- Maintains open communications with the designated area support team members, program's State Liaison, National Program Director, and National Marketing Director on a timely basis either via email, or phone. Use of texting and/or any social media venue is not to be used for contacting program supporters/sponsors, potential Clients, etc., or other volunteers within the organization for any reason.
- At such time as the volunteer advises the State Liaison they are stepping down from this volunteer role (in writing via email), the Outreach Liaison is responsible for providing an updated assigned designated area tracking workbook to the State Liaison, along with an email advising the State Liaison of any issues they have been working on at time the Assistant Liaison steps down. Same requirement if the organization advises the volunteer their volunteer role with the Organization has officially been terminated.



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Skills

- A passion to help and support our military service members, wounded warriors, and veterans who have been medically diagnosed with PTSD, plus working with others who share this passion
- Professional, has excellent organizational, interpersonal, and management skills, reliable, able to work with a diverse group of people, and able to work both independently and as part of a "Team".
- Understand and agree to follow and adhere to the Organization's program purpose, paper trail and recordkeeping requirements, operating procedures, and program standards.
- Knowledge and/or prior experience related to individuals diagnosed with PTSD, and/or "assistance service animals" involving the "American Disability Act" (ADA) definitely helpful.
- Knowledge and experience interacting with service members or veterans who have been medically diagnosed with PTSD, definitely helpful.
- Event planning and coordination background and/or Public Relations and/or military public affairs backgrounds preferred.
- Working knowledge and comfortable working with and access to MS office (such as Word, Excel, Power Point, and Publisher) or similar software program (Open Office)
- Ability and proficient in communicating via the internet, phone calls, and email.
- Previous volunteer nonprofit managerial experience preferred
- Able to commit at least 1 year in this position
- Estimated Program Volunteer Time per Month: averaging 35-40 hours