

Public Relations Assistant – Trans Unity Coalition (TUC)
Volunteer Position | Unpaid | Hybrid: in-person or remote as needed

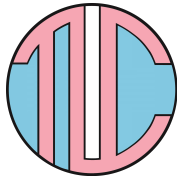
Role title: Public Relations Assistant. May be referred to as PRA.

Primary Division: Outreach Team

Reports to: Current Executive Director (ED)

Duration: Ongoing, indefinite

Great early experience for: Communications coordinator, public affairs specialist, media relations associate, or corporate communications assistant



Duties:

General Provision: The following duties are non-exhaustive. As such, additional needs may be incorporated as this role develops. All duties and responsibilities pertaining to the PRA role are subject to change at the discretion of the non-profit ED, but will be best kept in line with the essential needs of the outreach team and its resources.

Public Relations: Interact with reporting agencies to field questions on behalf of TUC. Participate in interviews, both in-person and remote, to officially represent TUC in the public eye.

PR Conferences: Work with leadership to coordinate conferences with multiple reporters for sharing official statements on public issues.

Reporter Database: Build a growing list of reporters, news outlets, journalists, and other communicational teams to expand our media network, and report on where future PR opportunities lie.

Time Expectation: PRA should expect up to approximately 2-5 volunteer hours per week.

Additional Terms:

Acting Authority: Under these stipulations, the ED has final say and decision-making authority over role changes and new assignments. No final decision to act is to be made without permission from a supervisor, or in lieu of one, the Executive Director.

Role Flexibility: This volunteer role serves to further expand the outreach team, as the collective team at TUC fleshes out various needs and duties during its development as an expanding non-profit organization.

This role also provides for role flexibility while acknowledging that due to TUC's many needs across several teams, the ED ultimately has final say regarding role need, direction, and decision-making. To accommodate this relationship, the ED aims to provide listening space for the purpose of learning how to improve this role.