



Volunteering with WomenVenture

MEDIA RELATIONS VOLUNTEER

WomenVenture's media relations volunteers support our Advancement & Marketing team by providing professional support with media pitches, tracking, and strategic planning. The media relations volunteer is a one-year commitment, averaging 2-4 hours per month.

Areas of Support:

Media Pitches

Writing and submitting press releases.

Build and maintain relationships with local media, focusing BIPOC and women-owned outlets.

Support the WomenVenture speaker with prep and research.

Monitoring Media Coverage

Create tracking procedures in Prowly using best practices.

Create Prowly user guide for WomenVenture Communications Staff.

Strategic Planning

Attend quarterly content planning meetings.

Work with WomenVenture Communications team to support and refine current media strategy.

Preferred Skills and Experience:

- Complete a virtual introduction with the WomenVenture marketing team to review the responsibilities.
- Access to a computer and internet service
- Media, public relations, or journalism experience
- Experience with Prowly media monitoring software

What you Gain:

- A byline for every story you write that is published on WomenVenture's website
- All appropriate accreditation for using your photos and videos
- Recognition at WomenVenture events and in our annual impact report