



## Position Description Public Relations Coordinator Jerry's House

**Title:** Public Relations Coordinator

**Status:** Immediate start

**Type:** Volunteer

Jerry's House is a charity that promotes healing through laughter and is a National and International (USA) not for profit Company governed by Founders and a Board of Directors that is managed by a Chief Executive Officer.

Jerry's House is grounded in comedy, humor and play designed to bring joy, fun and laughter to children and young people challenged by chronic health conditions, disability, mental health issues or an abusive past.

The goal of Jerry's House is to teach children and young people across the globe of the important connection between laughter and healing.

### **Duties and Responsibilities:**

- Promoting Jerry's House via social media, publicity campaigns, Press releases, and PR activity
- Using all forms of media and communication to build awareness of Jerry's House and promote growth of sponsors and income • Communicating and liaising internally and externally
- Excellent written and verbal communication skills. The ability to write clear and concise texts for various media platforms and contexts

### **To be successful in this role you must meet the following requirements:**

- Excellent written and verbal communication skills. The ability to write clear and concise texts for various media platforms and contexts
- Ability to work to a deadline and work independently as well as part of a team
- Ability to multi-task and work in a fast-paced environment

### **Benefits of the role:**

- Gain new experience – learn new skills and build your work portfolio
- Volunteer for a great organisation working towards healing through laughter
- Be part of a creative and dynamic team
- Build a supportive social and professional work environment
- Make a real difference for chronically ill children and young people
- Build upon your interpersonal and communication skills
- Successful volunteers have the opportunity to be promoted to paid role or internship.

### **Job Type:**

3 month Volunteer position with option to promote to a paid role or internship.

### **Application Instructions:**

To apply, please send your resume, cover letter to: [enquiries@jerryshouse.org](mailto:enquiries@jerryshouse.org)