



### **Communications Specialist**

Young Rhinebeck, a small, non-profit organization serving youth, is seeking an individual for a short-term position to develop the organization's visual identity and materials related to communications and fundraising.

Specific responsibilities include the following:

1. Design an organizational brochure highlighting the organization's mission and programs.
2. Create templates for correspondence and announcements including letters requesting and acknowledging donations, and postcards or flyers announcing programs.
3. Establish mailing lists for potential donors and recipients of Young Rhinebeck announcements.
4. Draft a press release announcing Young Rhinebeck's request for donations.
5. Develop and implement strategies to enhance Young Rhinebeck's web presence, including social networking sites (ie. Facebook).

Letters of interest, resumes, and salary requirements should be submitted to:

Dr. Edward Sullivan  
c/o Young Rhinebeck  
P. O. Box 590  
Rhinebeck, New York 12572  
or to [info@youngrhinebeck.org](mailto:info@youngrhinebeck.org)

April 7, 2011