



Communications Volunteer Opportunity for Winter/Spring 2010

The Sacramento Area Council of Governments (SACOG) is offering a volunteer position for those who have an interest in SACOG's work specifically as it relates to the Blueprint principles, the Rural-Urban Connections Strategy project, civic engagement, and/or community outreach.

How much does this pay?

This is an unpaid volunteer position that offers on-the-job training and experience. For currently enrolled students, SACOG will gladly work with professors to provide academic credit.

What is SACOG?

SACOG is the region's transportation planning agency. Our Board is comprised of city and county officials from the six counties of El Dorado, Placer, Sacramento, Sutter, Yolo, and Yuba. SACOG prepares studies, plans, and programs to meet the long-range transportation needs of the region. The work performed by SACOG's volunteers supports the region's Metropolitan Transportation Plan, Rural-Urban Connections Strategies project, Blueprint Implementation, and other regional planning efforts that have civic engagement and community outreach components.

SACOG is located in downtown Sacramento near the State Capitol.

Interested?

- You should be available to work a minimum of 10-20 hours per week between 7:30 a.m. and 5:00 p.m.
- The minimum work periods are in 4-hour blocks of time.
- Experience provided is similar to an entry-level communications position.

What you would be doing...

- Supporting communications staff with event planning and execution
- Entering contacts into a database
- Corresponding with government agencies, nonprofits, and the public through written and oral communications
- Editing and proofreading publications and other materials

Do you have some of these talents?

- Public education and engagement or community organizing
- English writing conventions and editing skills
- Knowledge of professional office standards
- Data entry, filing and record keeping skills
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to follow directions, work independently, work as a team member, and apply problem solving skills to tasks
- Time management skills
- Ability to read and summarize documents
- Establish, maintain, and foster positive working relationships with those contacted in the course of work

Must have proof of right to work in the U.S. A valid CA Drivers Licensed is desired.

Still interested?

Contact Rebecca Sloan
916-340-6224
or e-mail your resume to
rsloan@sacog.org