

Current Volunteer Opportunities

NOTE: multiple people/groups can fulfill these roles.

Job Title: Office Assistant

Days/hours per week: Flexible – 2hrs a Week

Season for Opportunity: Any Season

Location: Omaha, Nebraska

- Stamping Mail
- Sorting Mail
- Postal Runs
- Stuffing Envelops
- Organizing Mail Room

Job Title: Office Assistant

Days/hours per week: Flexible – 3hrs a Week

Season for Opportunity: Spring, 2012

Location: Omaha, Nebraska

- Changing addresses in our system
- Deleting duplicates
- Entering email addresses

Job Title: Special Events assistant

Days/hours per week: Flexible – 5-9:30pm on the 2nd Sunday of each month and/or currently unscheduled events (you would be contacted on a event to event basis)

Season for Opportunity: Any Season

Location: Omaha, Nebraska

- food prep (make coffee, set out food etc...)
- event set-up and tear-down (chairs, tables etc...)
- parking attendants

Job Title: Social Media Researcher

Days/hours per week: Flexible – 2hrs a Week

Season for Opportunity: Any Season

Location: Omaha, Nebraska

- Finding “tweetable” links
- Finding recommendable books
- Finding great non-profits to share
- Making short-posts about WMF
- Updating social graphs

Current Intern Opportunities

Job Title: Creative Designer

Days/hours per week: Flexible - 5hrs a Week

Season for Opportunity: Any Season

Location: Omaha, Nebraska

Requirements: Graphic design background, samples of work, efficiency in Illustrator, inDesign, and Photoshop.

- Updating website
- Making fliers
- Making postcards
- Sorting through useable imagery