

Dear Applicant,

Thank you so much for your interest in joining The Semicolon Initiative. Listed below are the descriptions of all available positions. If you have any questions, please feel free to reach out to us at [info@thesemicoloninitiative.com](mailto:info@thesemicoloninitiative.com).

### **Editorial Lead**

- Manages *Mind Matters News* newsletter content and distribution
- Drafts and edits articles, newsletters, and social captions for campaigns
- Sends finalized newsletters and articles to outside partner organizations
- Ensures all content reflects nonprofit's mission and voice
- Manages posting schedule alongside social/marketing team
- Edits submissions from volunteers or guest writers

### **Director of Outreach**

- Connects with schools, clubs, and community groups to build partnerships
- Secures and runs external events, workshops, awareness campaigns, and fundraisers
- Manages volunteer recruitment and engagement
- Tracks outreach success through sign-ups, event turnout, and feedback

### **Finance Coordinator**

- Oversees donations, sponsorship funds, and expenses
- Keeps updated financial records and reports for leadership
- Ensures compliance with 501(c)(3) tax-exempt requirements
- Works with outreach fundraising efforts to budget effectively for events

**Promotional Manager**

- Designs and distributes flyers, posters, and digital graphics
- Runs promotional campaigns for events and fundraisers
- Coordinates social media boosts and targeted marketing strategies
- Works with Outreach to maximize visibility and participation