



Internship | Volunteer Opportunity

Description

Office Manager (Remote - Filled):

- *Oversee remote staff activities.*
- *Coordinate event information.*
- *Manage web page updates.*
- *Update social platforms.*
- *Handle calls and emails*
- *Moderation of events.*
- *Execute mail merges.*
- *Conduct searches.*

*General Assistant (In-person - **Open**):*

- *Perform tabling activities.*
- *Manage filing tasks.*
- *Compile brochures.*
- *Perform Errands*

Media Support (Remote - Filled):

- *Design fliers, banners, newsletters, and brochures.*

Contact executive@p-coc.org for inquiries.

