**Volunteer Position Job Description – Community Liaison**

**Job Title: Community Liaison**

**Number of volunteers needed: 2**

1. **Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose:** The position of Community Liaison serves as the coordinator for ensuring a cohesive theme between all activations and sharing information about the activations and MainStreet with the public.

**Locations:** Parking spaces (blocked off) immediately outside Milton’s Brewing, alleyway adjacent to Milton’s, grassy area across the street from Milton’s, corner of Canyon and Mermod

**Key Responsibilities:**

* Coordinate between all four build efforts to ensure a cohesive aesthetic and messaging around the activities and MainStreet is communicated
* Read through all project briefs to understand and be able to share goals and purpose for the activations
* Answer community questions about the activations, Carlsbad MainStreet (CMS) and New Mexico MainStreet (NMMS)
* Take photos and videos that can be used by NMMS, CMS and any other organizations to document the activations and share on social media
* Check in with Overall Managers periodically to address any needs or issues

**Reports to:** Overall Managers

**Time Frame:** Thursday Sept. 14th 1:30pm-3:30pm

**Qualifications:**

* Skills in communication and interacting with the general public
* Ability to assist activation teams in developing a cohesive theme/messaging
* Photography and videography
* Social media savvy
* Ability to stand and walk around for two hours

**Dress Code:** Comfortable clothes for warm weather and physical movement, comfortable shoes for walking, hat, sunglasses