



Fresh Start for Your Heart is a 501(c)3 nonprofit organization. We are a growing nonprofit with a mission to bridge the heart healthy food, education and financial gap for heart event survivors.

Additionally, we teach children, from lower income families, about nutrition and making heart healthy choices so that they know a world where heart disease is not the leading cause of death.

All of our volunteer opportunities are virtual and flexible.

Volunteers are a tremendous resource for our organization. Without volunteers we would not be able to conduct programs, service clients or raise funds.

Individuals interested in a volunteer role may send a cover letter/resume to info@freshstartheart.org. Volunteers will be interviewed, and a background check conducted.

Position Title: Special Events Coordinator

Purpose: The purpose of the Special Events Coordinator is to support the mission of the organization by helping to ensure all events are well planned and executed.

Location: This is a virtual opportunity. The Special Events Coordinator will only need to meet for updating the development/event team and attendance at the event.

Key Responsibilities:

- Assist the development team with signature events such as: Hats & Heels for Healthy Hearts, Living Healthy Workshops and Heartbeat Health Fair
- Acquire new event opportunities by utilizing effective communication and planning techniques
- Facilitate communication between vendors, volunteers, and venues as needed
- Prepare material associated with the event including FB ads, workbooks and programs
- Attend meetings with event committees, board members, and/or the FSFYH development team
- Be able to attend all special events during the volunteer period

Responsible to: Shirley Castille, Director of Community Outreach, Intake & Development

Length of Appointment: The Special Events Coordinator is assigned this role for a period of three months. After three months, the Special Events Coordinator may be reappointed for another three months at the discretion of the Director of Community Outreach. After six months, the person serving as the Special Events Coordinator may rotate to another position within the agency.

Time Commitment: Approximately 5-7 hours a week. Additional hours may be required during event execution.

Requirements: An ideal candidate would be a dedicated and hard-working student majoring in event management, event planning, hospitality, nonprofit management, fundraising, or other related field. An individual who possesses strong oral and written communication is a must.

Training: Training for this position will be provided. In addition, the Director of Community Outreach will be available for questions and assistance.

Dress Code: Business casual or branded attire (provided) for events and/or meetings.

Position Title: Social Media Coordinator

Purpose: The purpose of the Social Media Coordinator is to support the mission of the organization by helping to ensure that FSFYH is well represented on social media and community engagement takes place.

Location: This is a virtual opportunity. The Social Media Coordinator will only need to meet for updating the Marketing team.

Description/Key Responsibilities:

The Social Media Coordinator will develop and implement a social media strategy to increase overall reach and brand awareness. He/she will use social media outlets to promote active FSFYH campaigns, engage the public and increase online presence.

- Identify key online channels for FSFYH to establish a presence
- Develop a social media strategy to support the organization's healthy living campaigns and fundraising activities
- Post regular updates to FSFYH' social media outlets, including news articles, blog posts, press releases, fundraising appeals and any other promotional items
- Create a social media calendar
- Use social media management software
- Keep social media channels updated for relevancy including website, LinkedIn, YouTube, FB, etc.

Responsible to: Denise Castille, Executive Director

Length of Appointment: The Social Media Coordinator is assigned this role for a period of three months. After three months, the Social Media Coordinator may be reappointed for another three months at the discretion of the Executive Director. After six months, the person serving as the Social Media Coordinator may rotate to another position within the agency.

Time Commitment: Approximately 4-6 hours a week. Additional hours may be required during events.

Requirements: An ideal candidate is internet/tech savvy and has experience with Facebook, Twitter, online blogging, advertising, cultural sensitivity and has excellent communication skills. Someone majoring in social media, digital communication or marketing would be ideal.

Training: Training for this position will be provided. In addition, the Executive Director will be available for questions and assistance.

Dress Code: Business casual or branded attire (provided) for events and/or meetings.

Position Title: Corporate Fundraising Specialist

Purpose: The purpose of the Corporate Fundraising Specialist is to support the mission of the organization by helping with donor stewardship activities.

Location: This is a virtual opportunity. The Corporate Fundraising Specialist will only need to meet for updating the executive team and attendance at various fundraising events.

Key Responsibilities:

- Assist with donor stewardship, renewal and recognition activities
- Lead the planning and management of fundraising events
- Coordinate and follow up on stewardship mailings and phone campaigns, as well as donor requests
- Work with executive team to prospect and solicit major donors
- Identify and approach potential business partners
- Help increase communication with supporters
- Assist with general fundraising activities, as needed

Responsible to: Shirley Castille, Director of Community Outreach, Intake & Development

Length of Appointment: The Corporate Fundraising Specialist is assigned this role for a period of six months. After six months, the Corporate Fundraising Specialist may be reappointed for another six months at the discretion of the Director of Community Outreach.

Time Commitment: Approximately 5-7 hours a week.

Requirements: An ideal candidate would be a dedicated and hard-working student with fundraising and/or event planning experience. They should have the ability to build strong relationships with new people and organizations as well as detail oriented with excellent time management skills. Database and website maintenance experience an asset.

Training: Training for this position will be provided. In addition, the Director of Community Outreach will be available for questions and assistance.

Dress Code: Business casual or branded attire (provided) for events and/or meetings.

Position Title: Grant Writer

Purpose: The purpose of the Grant Writer is to support the mission of the organization by helping to secure funding for our cause.

Location: This is a virtual opportunity. The Grant Writer will only need to meet for updating the executive and/or board on grants that have been submitted.

Key Responsibilities:

- Prepare grant proposals
- Conduct research by first familiarizing his/herself with FSFYH's programs, goals, and needs
- Create a calendar for submitting grant proposals
- Review all proposals with executive team prior to submission
- Follow-up on grant submissions

Responsible to: Denise Castille, Executive Director

Length of Appointment: The Grant Writer is assigned this role for a period of three months. After three months, the Grant Writer may be reappointed for another three months at the discretion of the Executive Director. After six months, the person serving as the Special Events Coordinator may rotate to another position within the agency.

Time Commitment: Approximately 5-7 hours a week. Additional hours may be required during event execution.

Requirements: An ideal candidate would be a dedicated and hard-working student majoring in English, writing or a similar field. event planning, hospitality, nonprofit management, fundraising, or other related field. An individual who possesses strong oral and written communication is a must.

Training: Training for this position will be provided. In addition, the Executive Director will be available for questions and assistance.

Dress Code: Business casual or branded attire (provided) for events and/or meetings.

Position Title: Graphic Designer

Purpose: The purpose of the Graphic Designer is to support the mission of the organization by ensuring all organizational branding opportunities are well executed.

Location: This is a virtual opportunity.

Key Responsibilities:

- Optimize current branding elements (logo, fonts, etc.)
- Re-design and/or recommend enhancements to website and other organizational material
- Create email templates, fundraising presentations, brochures and other marketing materials
- Source photography and artwork, as necessary
- Prepare design templates
- Ensure creative alignment with branding and marketing strategies through design

Responsible to: Shirley Castille, Director of Community Outreach, Intake & Development

Length of Appointment: The Graphic Designer is assigned this role for a period of three months. After three months, the Graphic Designer may be reappointed for another three months at the discretion of the Director of Community Outreach. After six months, the person serving as the Graphic Designer may rotate to another position within the agency.

Time Commitment: Approximately 5-7 hours a week. Additional hours may be required during event execution.

Requirements: An ideal candidate would be a dedicated and hard-working student proficient in Graphic Design or proficient in UI/UX development. Expertise in HTML, Wix Websites, Mailchimp, Adobe Photoshop & Illustrator. Ability to work quickly and independently is required as well as the ability to handle multiple tasks under tight deadlines.

Training: Training for this position will be provided. In addition, the Director of Community Outreach will be available for questions and assistance.

Dress Code: Not applicable

Position Title: Heart Thrive Magazine Editor

Purpose: The purpose of the Magazine Editor is to support the mission of the organization by helping to start and grow our quarterly magazine.

Location: This is a virtual opportunity.

Key Responsibilities:

- Research articles for magazine publication
- Assist in the design of the magazine layout plus cover
- Review, edit and format articles submitted by guest writers
- Work with writers to improve their articles
- Make recommendations/source for photos

Responsible to: Shirley Castille Director of Community Outreach, Intake & Development

Length of Appointment: The Magazine Editor is assigned this role for a period of six months. After six months, the Magazine Editor may be reappointed for another six months at the discretion of the Director of Community Outreach. After six months, the person serving as the Magazine Editor may rotate to another position within the agency.

Time Commitment: Approximately 10-12 hours a week during peak time prior to magazine release date.

Requirements: An ideal candidate would be a dedicated and hard-working student majoring in English with excellent editing skills. Must be able to work independently and meet deadlines with very little supervision. Experience writing SEO friendly content is very helpful, but not required.

Training: Training for this position will be provided. In addition, the Director of Community Outreach will be available for questions and assistance.

Dress Code: Not applicable

Position Title: Event Photographer

Purpose: The purpose of the Event Photographer is to support the mission of the organization by ensuring all organizational internal and external events are captured to help tell our story.

Location: This is a remote opportunity.

Key Responsibilities:

- Photograph our annual internal and external organizational events, team building, social gatherings, workshops, community gatherings, healthy fairs, fundraisers and other FSFYH events

Responsible to: Shirley Castille, Director of Community Outreach, Intake & Development

Length of Appointment: The Event Photographer is assigned this role for a period of six months. After six months, the Event Photographer may be reappointed for another six months at the discretion of the Director of Community Outreach. After six months, the person serving as the Event Photographer may rotate to another position within the agency.

Time Commitment: Approximately 1-2 hours per event.

Requirements: An ideal candidate would be a dedicated and hard-working student with a passion for photography. Good verbal and written communication skills. Proactive, dependable, reliable form of transportation to get to and from events.

Training: Training for this position will be provided. In addition, the Director of Community Outreach will be available for questions and assistance.

Dress Code: Branded shirt (provided) during events.