



The Marine
Mammal Center

Media Relations Assistant Volunteer Position

The Marine Mammal Center is a nonprofit veterinary research hospital and educational center with a mission to expand knowledge about marine mammals – their health and that of their ocean environment – and inspire their global conservation. The Marine Mammal Center is dedicated to the rescue and rehabilitation of ill and injured marine mammals – primarily elephant seals, harbor seals, and California sea lions. Since 1975, we've been headquartered in Sausalito, CA in the Marin Headlands within the Golden Gate National Parks, and have rescued and treated more than 17,000 marine mammals. The Center is open daily to the public between 10 a.m. – 5 p.m. except Thanksgiving, Christmas and New Year's days.
www.MarineMammalCenter.org.

Duties: You will assist the Communications Department in core public relations duties to include media outreach, press release writing and gathering and writing animal, science and education-related stories for publication on the Center's website and other electronic distribution pieces. You will be involved in gathering electronic assets such as photos and/or video to support those stories and you will help work on social media initiatives. You will also help manage media clippings and other media reporting activities. The breakdown of job skills needed for this volunteer position is:

60% - Media outreach & Public Relations activities

35% - Content writing & production

5% - Administrative & social media

Qualifications: Ideal candidates considered will have at least one year of work-related experience in Public Relations or Journalism and have a strong knowledge of digital asset gathering techniques to include editing photos and video. Having your own camera, laptop and editing software (still or video) is a plus, but not a requirement. Candidate must provide their own transportation to The Marine Mammal Center.

Commitment: The ideal commitment for these ongoing duties listed is 5 hours or more a week and will be needed between December 2011 – December 2012. Most work will need to be done on site, but some telecommuting work is possible.

For more information, please contact Jim Oswald, Communications Manager, at oswaldj@tmmc.org or (415) 289-7341.