



Volunteer Opportunities

Enlisting Engaging Empowering

Volunteer Opportunities

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Office Assistant

Women of Style, Spirit and Success Inc.

Agency	Women of Style, Spirit and Success Inc.
Volunteer Opportunity	Office Assistant
Directly reports to: Phone / email	Julie Wintker 901-452-8882 / julie@womenofsss.org
Volunteer Resources Developer	Julie Wintker 901-452-8882 / julie@womenofsss.org
Length of Commitment	Ongoing Monday through Friday from 9:00 a.m. – 5:00 p.m. The volunteer can select blocks of availability according to their schedule. Prefer continuity for as long as possible.
Dates Needed	Immediate
Location of Volunteer Work	Women of Style, Spirit and Success 3340 Poplar Ave. Suites 330 – 333 Memphis, TN 38111
Minimum Age	18
Gender	Female
Duties	Answer telephone and take messages. Type, print and address letters using a shell document. Data entry onto Excel spreadsheets. Make telephone calls to program participants, other volunteers, etc. Packet preparation for various programs. Other clerical duties as assigned.
Desired Qualifications	The volunteer should have a pleasant and energetic telephone voice with clear enunciation. Competency in MS Office Suite, especially Word and Excel are necessary. Appropriate office attire is business casual with an emphasis on professionalism. Dependability is needed.
What is meaningful with this position?	The volunteer has the opportunity to refresh and hone basic office skills that may be useful in future employment or paid positions. The volunteer will have the opportunity to work with all facets and programs of Women of SSS exposing the volunteer to working with female youth, female entrepreneurs and their team of professionals, technology and “tech-working” and the Women of Style, Spirit and Success E-Magazine.
Training provided	A Women of Style, Spirit and Success volunteer manual will be available. Volunteer orientation will be provided by the Volunteer Resources Developer. Additional specific instructions may be given by any staff member.
Number of Volunteers	Any

Client Services Liaisons

Women of Style, Spirit and Success - Successful Seeds Program

Agency	Women of Style, Spirit and Success Inc.
Volunteer Opportunity	Client Services Liaisons – Successful Seeds Program
Reports directly to: Phone / email	Marva Ballard 901-452-8882 / mgballard@womenofsss.org
Volunteer Resources Coordinator	Julie Wintker 901-452-8882 / julie@womenofsss.org
Length of Commitment	One Year. Volunteers need to commit to one or two days per month for a couple of hours on those days to complete work related to their client.
Dates Needed	Pending client appointment times which will also be coordinated with Clients Services Liaison’s availability.
Location of Volunteer Work	Client Services Liaisons must be able to come into the office to complete their work because they will be handling sensitive client data. Women of Style, Spirit and Success, Suites 330 – 333 3340 Poplar Ave., Memphis, TN 38111 (Deerfield Building) or your home with your contributions sent electronically.
Minimum Age	21
Gender	Female
Duties	Volunteer is responsible for making sure clients have all required documentation in their files, collecting monthly data (sales activity, growth of customer database, etc.), setting appointments for one-on-one consultations, setting appointments to work with their design team, and documenting their progress on their marketing activities and training. They need to be on hand for client one-on-one consultations and will probably collect and log any data/reports related to the clients' activities on that day.
Desired Qualifications	Must be highly organized, possessing good people and communications skills, personable and professional in both attitude and appearance. Must possess working knowledge of MS Word and Excel. Background or experience in business or entrepreneurship preferred. Proven ability to motivate others is highly desirable.
What is meaningful with this position?	The volunteer has the opportunity to work with entrepreneurs in the start up and growth phase of their businesses. As a key partner in our program, this position is perfect for people who have a sincere desire to motivate others succeed.
Training provided	A Women of Style, Spirit and Success volunteer manual will be available. Volunteer orientation will be provided by the Volunteer Resources Coordinator. Individual guidance will be provided by the CEO of Women of Style, Spirit and Success.
Number of Volunteers	Five needed

Graphic Artist

Women of Style, Spirit and Success - Successful Seeds Program

Agency	Women of Style, Spirit and Success Inc.
Volunteer Opportunity	Graphic Artist – Successful Seeds Program
Reports directly to: Phone / email	Marva Ballard 901-452-8882 / mgballard@womenofsss.org
Volunteer Resources Coordinator	Julie Wintker 901-452-8882 / julie@womenofsss.org
Length of Commitment	N/A
Dates Needed	Design work can be developed according to artist’s own schedule while adhering to Successful Seeds program timeline. Client appointment times will be coordinated with the Clients Services Liaison.
Location of Volunteer Work	Graphic artist will complete work via their own place of business/office or home. The office of Women of Style, Spirit and Success is located at 3340 Poplar Ave, Suites 330 – 333, Memphis, TN 38111 (Deerfield Building).
Minimum Age	21
Gender	Not specific
Duties	Graphic artist will design the logo, marketing collateral and any other associated artwork necessary for one (1) Successful Seeds client. May also supply written copy for the materials or may work with another professional who will provide such if it is outside of the artist’s realm of services. The graphic artist must be available for at least one personal consultation with the assigned client on site at our office.
Desired Qualifications	Training and experience as a professional graphic artist is preferred, however a upper level student in a graphic art program is acceptable. Artist may be asked to provide a portfolio of previous work.
What is meaningful with this position?	The volunteer has the opportunity to work with entrepreneurs in the start up and growth phase of their businesses. This will engage the professional in creative, meaningful work. The artist will have work that can be added to their portfolio for review by potential employers or other paid assignments. Additionally the artist will be recognized in publications and documentation for the program as a key partner and contributor.
Training provided	A Women of Style, Spirit and Success volunteer manual will be available. Volunteer orientation will be provided by the Volunteer Resources Coordinator. Individual guidance will be provided by the CEO of Women of Style, Spirit and Success.
Number of Volunteers	Ten needed

Website Designer

Women of Style, Spirit and Success - Successful Seeds Program

Agency	Women of Style, Spirit and Success Inc.
Volunteer Opportunity	Website Designer – Successful Seeds Program
Reports directly to: Phone / email	Marva Ballard 901-452-8882 / mgballard@womenofsss.org
Volunteer Resources Coordinator	Julie Wintker 901-452-8882 / julie@womenofsss.org
Length of Commitment	N/A
Dates Needed	Website design can be developed according to artist's own schedule while adhering to Successful Seeds program timeline. Client appointment times will be coordinated with the Clients Services Liaison.
Location of Volunteer Work	Website designer will complete work via their own place of business/office or home. The office of Women of Style, Spirit and Success is located at 3340 Poplar Ave, Suites 330 – 333, Memphis, TN 38111 (Deerfield Building).
Minimum Age	21
Gender	Not specific
Duties	Website designer will develop a website for one (1) Successful Seeds client, using a logo designed by a professional graphic artist. May also supply written copy for the materials or may work with another professional who will provide such if it is outside of the designers realm of services. The designer must be available for at least one personal consultation with the assigned client on site at our office.
Desired Qualifications	Training and experience as a professional website designer is preferred, however an upper level student in a related program is acceptable. Designer may be asked to provide a portfolio of previous work. Designer must be able to build the site using a program that will enable the client to maintain it and update it as necessary on her own.
What is meaningful with this position?	The volunteer has the opportunity to work with entrepreneurs in the start up and growth phase of their businesses. This will engage the professional in creative, meaningful work. The designer will have work that can be added to their portfolio for review by potential employers or other paid assignments. Additionally the designer will be recognized in publications and documentation for the program as a key partner and contributor.
Training provided	A Women of Style, Spirit and Success volunteer manual will be available. Volunteer orientation will be provided by the Volunteer Resources Coordinator. Individual guidance will be provided by the CEO of Women of Style, Spirit and Success.
Number of Volunteers	Ten needed

Hostess

Women of Style, Spirit and Success, Inc.

Agency	Women of Style, Spirit and Success
Volunteer Opportunity	Hostess
Reports directly to	As determined by event or program activity
Length of Commitment	One or more special events or program activities per year.
Volunteer Resources Coordinator	Julie Wintker 901-452-8882 / julie@womenofsss.org
Dates Needed	To be determined as special events or activities are scheduled.
Location of Volunteer Work	To be determined as special events or activities are scheduled.
Minimum Age	18 or older
Gender	Female
Duties	Volunteer will be expected to be personable to all guests, clients, attendees, etc. while “meeting & greeting”, serving refreshments, and obtaining contact info on event register or sign-in sheets. The volunteer must be punctual – arriving at least 15 minutes prior to event/activity. Duties may also include picking up registration materials and/or funds from the Women of SSS office, and purchasing and transporting refreshments, etc. to the venue. The volunteer is also required to make sure area is left in order as to the specifications of the venue management, and must return any completed registration forms or sign-in sheets to the Women of SSS office suite no later than the first business day following the event.
Desired Qualifications	Personable, punctual and energetic, willingness to dress as appropriate for the event/program activity. Must have own or access to reliable transportation to carry out duties. Willingness to carry out all duties as required ensuring the success of the event/activity.
Physical demands/working conditions	Volunteer hostesses will work in a variety of environments pending the type of activity. Most events/activities will be indoors. However some may be held outdoors where exposure to the sun or inclement weather is possible. Duties may include lifting, transporting and setting up tables and other equipment and supplies.
What is meaningful with this position?	Serving as a hostess will be a fun experience for the volunteer with a variety of events for personal networking. The volunteer will gain experience and confidence in performing hostess duties and build people skills that can be used to enhance their personal and professional development.
Training provided	A Women of Style, Spirit and Success volunteer manual will be available. Volunteer Orientation will be provided by the Volunteer Resources Developer. Individual guidance will be provided by the Volunteer Resources Developer, Program Resources Developer or related program or activity director/coordinator.
Number of volunteers needed	20-30, each willing to work one or two functions per year. We desire to have enough for them to work in teams of at least two per function.

Site Leader for Girls Getting Wired

Women of Style, Spirit and Success

Agency	Women of Style, Spirit and Success Inc.
Volunteer Opportunity	Site Leader for Girls Getting Wired
Directly reports to: Phone / email	Marcy Vaughn, Program Resources Developer 901-452-8882 / mkvaughn@womenofsss.org
Volunteer Resources Developer	Julie Wintker 901-452-8882 / julie@womenofsss.org
Length of Commitment	February - October
Dates Needed	3 rd Saturday per month beginning February 20, 2010 from 2 – 3:30 p.m.
Location of Volunteer Work	Best Buy on Winchester 7771 Winchester Rd Phone – 901-754-6032 Memphis, TN 38125
Minimum Age	21
Gender	Female
Duties	Site leader arrives 15 minutes prior to each session to set up registration and refreshment table and remains 15 minutes after the session ends to complete clean-up. Site leader ensures that each participant signs the RSVP list or completes a registration form. Site leader ensures that each volunteer signs the volunteer sign-in sheet. Site leader distributes to each participant a session survey and collects them at the end of the session. Site leader purchases any needed refreshments prior to the session, sets them up at the registration table and then cleans up immediately following the session. Site leader must be able to pick up refreshment money at the office of Women of Style, Spirit and Success during office hours the week immediately prior to the session. The site leader returns all information collected at the session, refreshment receipts, and change to the office of Women of Style, Spirit and Success during office hours on the Monday following the session. The office of Women of Style, Spirit, and Success is located at 3340 Poplar Ave, Suites 330-333, Memphis, TN 38111. Phone – 901-452-8882.
Desired Qualifications	The volunteer should have dependable transportation. The volunteer must be completely dependable, organized, and responsible to fulfill all duties.
What is meaningful with this position?	The volunteer has the opportunity to learn about the latest electronic technology that is presented by Best Buy volunteers in each session. Each session presents networking opportunities to the volunteer.
Training provided	A Women of Style, Spirit and Success volunteer manual will be available. Volunteer orientation will be provided by the Volunteer Resources Developer. Additional specific instructions will be given by Marcy K. Vaughn, Program Resources Developer.
Number of Volunteers	Two (2) per Session

Design /Technology Assistant Instructor

The FFEW (Future's Fashion Entrepreneurial Women)

Women of Style, Spirit and Success Inc.

Agency	Women of Style, Spirit and Success
Job Title	Fashion Design Lab Assistant
Reports Directly to	Marva Ballard 901-452-8882 - mgballard@womenofsss.org
Volunteer Resources Developer	Julie Wintker 901-452-8882 - julie@womenofsss.org
Length of Commitment	15 Week after school sessions or 10 week summer session. We prefer volunteers who can commit to a minimum of one session per week during the after school programs and to at least one 4 hour period per week during the summer session.
Dates Needed	Spring / Winter and Fall term sessions are twice per week on Mondays & Wednesdays or Tuesdays & Thursdays from 2:30 p.m. – 5:30 p.m. Summer Sessions meet 5 days per week from 8:00 a.m. – 5:00 p.m.
Location of Volunteer Work	Women of Style, Spirit and Success, Suites 330 – 333 3340 Poplar Ave., Memphis, TN 38111 (Deerfield Building)
Minimum Age	18
Gender	Prefer female; however, will accept mature male
Duties	Volunteer will provide hands-on assistance in the basics of fashion design using a C.A.D. Software, will also assist students in developing presentations to present their collections using PhotoShop, MS Word, Adobe Acrobat and PowerPoint.
Desired Qualifications	Personable, positive, energetic and articulate. Must have the ability to be patient with and love working with children. Previous experience working with middle school-age girls in a mentoring or tutoring capacity a plus. Knowledge of C.A.D. and Adobe Acrobat Standard or Pro software preferred. PhotoShop, and MS Office Software – especially MS Word and PowerPoint required.
What is meaningful with this position?	As a computer assisted designer the volunteer will gain experience working with 'Tween' & Teen girls in a professional and controlled environment. It will allow the volunteer to learn about today's girls' fashion interests. This volunteer opportunity would be perfect for a recent design graduate or student wanting hands-on experience in teaching or training or the opportunity to strengthen design skills under the guidance of a professional. Will give volunteer the opportunity to be part of a positive support system and aid in shaping young girls to become successful and productive citizens.
Training provided	A Women of Style, Spirit and Success volunteer manual will be available. Volunteer Orientation will be provided by the Volunteer Resources Developer. Individual guidance will be provided by the program director.
Number of volunteers needed	At least one for each day – Monday, Tuesday, Wednesday and Thursday of each week

Sewing Instructor

**The F.F.E.W. Future's Fashion Entrepreneurial Women
Women of Style, Spirit and Success Inc.**

Agency	Women of Style, Spirit and Success
Volunteer Opportunity	Seamstress
Reports Directly to	Marva Ballard 901-452-8882 mgballard@womenofsss.org
Volunteer Resources Developer	Julie Wintker 901-452-8882 julie@womenofsss.org
Length of Commitment	15 Week after school sessions or 10 week summer session. We prefer instructors who can commit to a minimum of one session per week during the after school programs and to at least one 4 hour period per week during the summer session.
Dates Needed	Spring / Winter and Fall term sessions are twice per week on Mondays & Wednesdays or Tuesdays & Thursdays from 2:30 p.m. – 5:30 p.m. Summer Sessions meet 5 days per week from 8:00 a.m. – 5:00 p.m.
Location of Volunteer Work	Women of Style, Spirit and Success, Suites 330 – 333 3340 Poplar Ave., Memphis, TN 38111 (Deerfield Building)
Minimum Age	18
Gender	Prefer female; however, will accept mature male
Duties	Volunteer will provide hands-on assistance in sewing basics, e.g. threading machine, winding bobbins, stitch adjustments of length & tension, straight seaming, seam pressing, using patterns to cut fabric, etc. to the construction of simple to advanced garments.
Desired Qualifications	Personable, positive, energetic and articulate. Must have the ability to be patient with and love working with children. Previous experience working with middle school-age girls in a mentoring or tutoring capacity a plus. Knowledge of and ability to teach basic sewing skills required. Ability to teach girls how to construct more complicated garments a plus.
What is meaningful with this position?	As a sewing instructor, the volunteer will gain experience working with 'Tween' & Teen girls in a professional and controlled environment. It will provide the opportunity to refresh and enhance the volunteer's sewing skills. Will give volunteer the opportunity to be part of a positive support system and aid in shaping young girls to become successful and productive citizens.
Training provided	A Women of Style, Spirit and Success volunteer manual will be available. Individual guidance will be provided by the program director, Marva Ballard.
Number of volunteers needed	At least one (preferably two) for each day – Monday, Tuesday, Wednesday and Thursday of each week

Tutor

The FFEW (Future's Fashion Entrepreneurial Women) Women of Style, Spirit and Success Inc.

Agency	Women of Style, Spirit and Success Inc.
Volunteer Opportunity	Tutor
Reports directly to	Julie Wintker, Volunteer Resources Coordinator 901-452-8882 / julie@womenofsss.org
Length of Commitment	A school term, e.g. spring or fall
Dates Needed	Spring term beginning February 1, 2010 through May 13, 2010 Session I meets Mondays & Wednesdays of each week from 2:00 p.m. to 3:30 p.m. Session II meets Tuesdays & Thursdays of each week from 2:00 p.m. to 3:30 p.m.
Location of Volunteer Work	Women of Style, Spirit and Success, Suites 330 – 333 3340 Poplar Ave., Memphis, TN 38111 (Deerfield Building)
Minimum Age	18 or older
Gender	Prefer female; however, will accept mature male
Duties	Personable and positive role model for girls ages 9 – 14 who can provide general assistance in one or more middle school subjects, e.g. English, Grammar and Composition, Reading, Science, History, Math, Social Studies
Desired Qualifications	Personable, positive, energetic and articulate. Must be proficient in the subject area they wish to tutor. Must have the ability to be patient with and love working with children. Previous experience working with middle school-age girls in a mentoring or tutoring capacity a plus.
What is meaningful with this position?	As a tutor the volunteer will gain experience working with 'Tween' & Teen girls in a professional and controlled environment. Will give volunteer the opportunity to be part of a positive support system and aid in shaping young girls to become successful and productive citizens. This volunteer opportunity is perfect for college students studying to become educators.
Training provided	A Women of Style, Spirit and Success volunteer manual will be available. Volunteer Orientation will be conducted by the Volunteer Resource Developer. Individual guidance will be provided by the program director.
Number of volunteers needed	At least one for each day – Monday, Tuesday, Wednesday and Thursday of each week
Comments	Great environment which would expose the volunteer to our FFEW program & potentially enlist new participants in it

Homework Proctor

The FFEW (Future's Fashion Entrepreneurial Women)
Women of Style, Spirit and Success, Inc.

Agency	Women of Style, Spirit and Success
Volunteer Opportunity	Homework Proctor
Reports directly to	Marva Ballard 901-452-8882 / mgballard@womenofsss.org
Volunteer Resources Coordinator	Julie Wintker 901-452-8882 / julie@womenofsss.org
Length of Commitment	A school term, e.g. spring or fall
Dates Needed	Spring term beginning February 1, 2010 through May 13, 2010 Sessions are twice per week on Mondays & Wednesdays or Tuesdays & Thursdays from 2:30 p.m. – 5:30 p.m.
Location of Volunteer Work	Women of Style, Spirit and Success, Suites 330 – 333 3340 Poplar Ave., Memphis, TN 38111 (Deerfield Building)
Minimum Age	18 or older
Gender	Prefer female; however, will accept mature male
Duties	Personable and positive role model for girls ages 9 – 14 who will monitor the study hall/homework time, keep the girls focused on school assignments, answer general questions
Desired Qualifications	Personable, positive, energetic and articulate. Must have the ability to be patient with and love working with children. Previous experience working with middle school-age girls in a mentoring or tutoring capacity a plus.
What is meaningful with this position?	As a homework proctor the volunteer will gain experience working with 'Tween' & Teen girls in a professional and controlled environment. Will give volunteer the opportunity to be part of a positive support system and aid in shaping young girls to become successful citizens.
Training provided	A Women of Style, Spirit and Success volunteer manual will be available. Individual guidance will be provided by the supervisor.
Number of volunteers needed	At least one (preferably two) for each day – Monday, Tuesday, Wednesday and Thursday of each week.

Funds Development Assistant

Women of Style, Spirit and Success

Agency	Women of Style, Spirit and Success Inc.
Volunteer Opportunity	Funds Development Assistant
Reports Directly to:	Karen Moore 901-452-8882 / karen@womenofsss.org
Volunteer Resources Developer Phone / email	Julie Wintker 901-452-8882 / julie@womenofsss.org
Length of Commitment	Ongoing through 2010
Dates Needed	Your convenience starting immediately with any flexible schedule to suit your needs and as determined by events and activities related to funds development.
Location of Volunteer Work	Women of Style, Spirit and Success, Suites 330 – 333 3340 Poplar Ave., Memphis, TN 38111 (Deerfield Building).
Minimum Age	21
Gender	Female
Duties	The Funds Development Assistant will assist the Financial Resources Developer in planning and implementing Women of Style, Spirit and Success' financial resource development functions. This will include activities related to donor development, and fundraising and donor appreciation events. Work may also include recruiting other volunteers to assist with fund-raising efforts.
Desired Qualifications	Good communication skills, both verbal and written, are required. Professional work ethics, self-motivated, ability to stick to task, personable and outgoing. Computer literacy with MS Office software, including MS Word and Excel required. Experience with MS Access is preferred. Knowledge of and experience with donor software (Donor Perfect, eTapestry, The Raisers Edge, etc) preferred.
What is meaningful with this position?	This volunteer would gain real-world exposure in fundraising for non-profit agencies which could then be highlighted on a resume and serve as a source of invaluable experience for potential employers. This position will be personally rewarding.
Training provided	A Women of Style, Spirit and Success volunteer manual will be available. Volunteer orientation will be provided by the Volunteer Resources Developer. Individual guidance will be provided by the Financial Resources Developer of Women of Style, Spirit and Success.
Number of Volunteers	Two (2)

Public Relations Assistant

Women of Style, Spirit and Success

Agency	Women of Style, Spirit and Success Inc.
Volunteer Opportunity	Public Relations Assistant
Reports Directly to:	Karen Moore, Financial Resources Developer 901-452-8882 / karen@womenofsss.org
Volunteer Resources Developer Phone / email	Julie Wintker 901-452-8882 / julie@womenofsss.org
Length of Commitment	Ongoing through 2010
Dates Needed	Your convenience starting immediately with any flexible schedule to suit your needs
Location of Volunteer Work	Women of Style, Spirit and Success, Suites 330 – 333 3340 Poplar Ave., Memphis, TN 38111 (Deerfield Building) OR media site locations, e.g. radio or TV stations OR special events
Minimum Age	21
Gender	Female
Duties	The Public Relations Assistant schedules and tracks speaking engagements, radio and TV interviews on behalf of key representatives of Women of SSS. The PR Assistant ensures that the program calendar and special events are publicized in all available print media (e.g. Commercial Appeal, Memphis Flyer, Skirt, Tri-State Defender, Memphis Downtowner, etc.) and online media sources and calendars. The PR Assistant will help write press releases and media alerts and may occasionally be asked to help update marketing collateral, including printed and audio-visual materials.
Desired Qualifications	Good communication skills, both verbal and written, are required. Dependable transportation to site locations for special events is necessary. This volunteer must be dependable and prompt for all commitments. Must be detailed oriented to successfully maintain calendars and schedules and to meet deadlines as may be needed.
What is meaningful with this position?	This volunteer would gain real-world exposure in the arena of public relations which could then be highlighted on a resume and serve as a source of invaluable experience for potential employers. This position will be personally challenging yet filled with fun and rewarding activities.
Training provided	A Women of Style, Spirit and Success volunteer manual will be available. Volunteer orientation will be provided by the Volunteer Resources Developer. Individual guidance will be provided by the Financial Resources Developer of Women of Style, Spirit and Success.
Number of Volunteers	One (1)

Social Marketing Specialist

Women of Style, Spirit and Success

Agency	Women of Style, Spirit and Success Inc.
Volunteer Opportunity	Social Marketing Specialist
Reports Directly to:	Karen Moore 901-452-8882 / karen@womenofsss.org
Volunteer Resources Developer	Julie Wintker 901-452-8882 / julie@womenofsss.org
Length of Commitment	Ongoing through 2010
Dates Needed	Your convenience starting immediately with any flexible schedule to suit your needs
Location of Volunteer Work	Women of Style, Spirit and Success, Suites 330 – 333 3340 Poplar Ave., Memphis, TN 38111 (Deerfield Building). You may also work on related assignments from home or via mobile device.
Minimum Age	18
Gender	Non-specific
Duties	The social marketing specialist helps Women of SSS build its fan base via Facebook and build its followers via Twitter through appropriate dialogue announcements and responses related to those platforms. This may also include posting photographs, building photo albums, etc. Additionally, this person will explore and suggest other social marketing avenues that may prove beneficial to our organization.
Desired Qualifications	Good communication skills, both verbal and written, are required. Experience with digital photography and photo editing preferred.
What is meaningful with this position?	This volunteer would gain real-world exposure in the arena of social marketing which could then be highlighted on a resume and serve as a source of invaluable experience for potential employers. This position will be personally rewarding and fun.
Training provided	A Women of Style, Spirit and Success volunteer manual will be available. Volunteer orientation will be provided by the Volunteer Resources Developer. Individual guidance will be provided by the Financial Resources Developer of Women of Style, Spirit and Success.
Number of Volunteers	One (1)

Feature Contributor

For Women of Style, Spirit and Success - The Magazine

Agency	Women of Style, Spirit and Success Inc.
Volunteer Opportunity	Journalist & Contributor for Women of Style, Spirit and Success E-Magazine
Reports directly to: Phone / email	Marva Ballard or magazine's Assistant Editor 901-452-8882 / mgballard@womenofsss.org
Volunteer Resources Coordinator	Julie Wintker 901-452-8882 / Julie Wintker
Length of Commitment	None
Dates Needed	Articles needed monthly
Location of Volunteer Work	Women of Style, Spirit and Success, Suites 330 – 333 3340 Poplar Ave., Memphis, TN 38111 (Deerfield Building) or your home with your contributions sent electronically.
Minimum Age	No minimum age
Gender	Prefer female
Duties	Develop and submit publishable contributions for the <i>Women of Style, Spirit and Success – The Magazine</i> that would have a diverse appeal to our female readers. Articles submitted will be reviewed prior to submission to ensure content is appropriate and relevant to our audience.
Desired Qualifications	The writer should have expertise in the area in which they want to write about and be able to submit articles that require only minimal editing.
What is meaningful with this position?	The volunteer has the opportunity to publish original articles to a national readership. This allows the volunteer to have published material that can be included in a resume for potential employers or other paid assignments. In addition, each month the photos and bios of the contributors are published in the magazines with links to their personal websites, blogs, etc. if applicable.
Training provided	A Women of Style, Spirit and Success volunteer manual will be available. Volunteer orientation will be provided by the Volunteer Resources Coordinator. Individual guidance will be provided by the CEO of Women of Style, Spirit and Success and the magazine's Assistant Editor. Previous issues of our E-Zine will be available. Schedule of monthly topics or focus will be provided.
Number of Volunteers	Any

Journalist

The Women of Style, Spirit and Success E-Magazine

Agency	Women of Style, Spirit and Success Inc.
Job Title	Journalist for Women of Style, Spirit and Success – The Magazine
Directly reports to: Phone / email	Marva Ballard or Magazine’s Assistant Editor 901-452-8882 / mgballard@womenofsss.org
Volunteer Resources Developer	Julie Wintker 901-452-8882 / Julie@womenofsss.org
Length of Commitment	Not specific / Volunteer can take assignments as desired and as time permits.
Dates Needed	Your convenience starting immediately with any flexible schedule to suit your needs
Location of Volunteer Work	Volunteer has the option of working from the office of Women of Style, Spirit and Success, Suites 330 – 333, 3340 Poplar Ave., Memphis, TN 38111 (Deerfield Building) or from home. Some interviews must be done on site at the subject’s place of resident or business and some interviews will be conducted over the phone to subjects who live out of town.
Minimum Age	No minimum age
Gender	Female
Duties	Develop and submit articles for the <i>Women of Style, Spirit and Success - The Magazine</i> . We are looking for volunteers who have creative writing skills who can interview and write the stories of the women nominated monthly to be featured in our Monthly Women of Style, Spirit and Success section. Volunteer journalist may also be responsible for taking and/or obtaining photographs to accompany the story.
Desired Qualifications	The volunteer should be task oriented with the ability to adhere to a publication timeline. Interviewing and journalistic skills are required. Must have own or access to reliable transportation.
What is meaningful with this position?	The volunteer has the opportunity to publish original interviews, articles, and artistic creations to a national readership database. This allows the volunteer to have published material that can be included in a resume for potential employers
Training provided	A Women of Style, Spirit and Success volunteer manual will be available. Volunteer orientation will be provided to the Volunteer Resources Developer. Specific guidance will be provided by the CEO of Women of Style, Spirit and Success and the magazine’s Assistant Editor.
Number of Volunteers	Any

Copy Editor

Women of Style, Spirit and Success – The Magazine

Agency	Women of Style, Spirit and Success Inc.
Volunteer Opportunity	Copy Editor for the Women of Style, Spirit and Success E-Magazine
Reports directly to: Phone / email	Marva Ballard or Assistant Editor 901-452-8882 / mgballard@womenofsss.org
Volunteer Resources Developer Phone / email	Julie Wintker 901-452-8882 / Julie@womenofsss.org
Length of Commitment	Monthly for a period of one year
Dates Needed	As articles are submitted for review. Work can be completed at your leisure; however, adherence to publication deadlines is essential.
Location of Volunteer Work	Women of Style, Spirit and Success, Suites 330 – 333 3340 Poplar Ave., Memphis, TN 38111 (Deerfield Building) or your home with your contributions sent electronically.
Minimum Age	18
Gender	Not specific
Duties	Proof read, edit and correct all submissions for monthly publication in <i>Women of Style, Spirit and Success - The Magazine</i> .
Desired Qualifications	The volunteer should be task oriented. Excellent command of English including grammar and spelling is required.
What is meaningful with this position?	The volunteer has the opportunity to strengthen copy and editing and writing skills as well as refresh their knowledge of grammar and spelling. This would provide the volunteer excellent experience that could be included on a resume for potential employers.
Training provided	A Women of Style, Spirit and Success volunteer manual will be available. Volunteer orientation will be provided by the Volunteer Resources Developer. Specific instruction related to the volunteer opportunity will be provided by the President / CEO of Women of Style, Spirit and Success and the magazine's Assistant Editor.
Number of Volunteers	1 – 2 per month

Photographer

For Women of Style, Spirit and Success - The Magazine

Agency	Women of Style, Spirit and Success Inc.
Volunteer Opportunity	Photographer for the Women of Style, Spirit and Success E-Magazine
Reports directly to: Phone / email	Marva Ballard or magazine's Assistant Editor 901-452-8882 / mgballard@womenofsss.org
Volunteer Resources Coordinator	Julie Wintker 901-452-8882 / Julie Wintker
Length of Commitment	None
Dates Needed	Photos needed monthly
Location of Volunteer Work	Women of Style, Spirit and Success, Suites 330 – 333 3340 Poplar Ave., Memphis, TN 38111 (Deerfield Building) or your home with your contributions sent electronically.
Minimum Age	No minimum age
Gender	Not specific
Duties	Photograph and submit digital copies of images for the <i>Women of Style, Spirit and Success –The Magazine</i> .
Desired Qualifications	The photographer should have experience with digital photography and must have or have access to a digital camera capable of taking high quality images. Experience with Photoshop or comparable photo editing software a plus but not required.
What is meaningful with this position?	The volunteer has the opportunity to have their works published in an e-zine with a national readership. This allows the volunteer to have published material that can be included in a resume for potential employers or other paid assignments. In addition, each month the photos and bios of the contributors are published in the magazines with links to their personal websites, blogs, etc. if applicable.
Training provided	A Women of Style, Spirit and Success volunteer manual will be available. Volunteer orientation will be provided by the Volunteer Resources Coordinator. Individual guidance will be provided by the CEO of Women of Style, Spirit and Success and the magazine's Assistant Editor. Previous issues of our E-Zine will be available. Schedule of monthly topics or focus will be provided.
Number of Volunteers	Any

E-Zine Sales Representative

In The Women of Style, Spirit and Success E-Magazine

(This is a commission-based paid position)

Agency	Women of Style, Spirit and Success Inc.
Job Title	Sales Representative for Women of Style, Spirit and Success E-Magazine
Reports directly to	Marva Ballard, President/CEO 901.452.8882 mgballard@womenofsss.org
Volunteer Resources Coordinator	Julie Wintker 901-452-8882 / julie@womenofsss.org
Length of Commitment	As long as desired
Dates Needed	Your convenience starting immediately with any flexible schedule to suit your needs
Location of Volunteer Work	Women of Style, Spirit and Success, Suites 330 – 333 3340 Poplar Ave., Memphis, TN 38111 (Deerfield Building) as a base OR your home as a base with on site customer visits/calls as needed to successfully sell ads
Minimum Age	18 or older
Duties	Initial contact with potential advertiser via telephone with follow-up sales call to finalize the sale of ads for each issue of the E-magazine utilizing your own transportation. The sales contracts would be completed and submitted to Women of SSS.
Desired Qualifications	Outgoing, enthusiastic, energetic, comfortable and proficient in verbal meetings with potential advertisers, goal-oriented, conservative and professional business-casual attire, utilizes own transportation to advertisers location, detailed-oriented with ability to meet deadlines for publication, preferable to have prior sales experience
What is meaningful with this position?	As a sales representative for our E-magazine ads, you will gain experience working in the area of advertisement sales. You will have an opportunity to network in a wide variety of businesses that may be personally advantageous. The sales rep keeps 25% of the advertisement sales as commission and will be issued a 1099 tax report at the end of the year.
Training provided	A Women of Style, Spirit and Success volunteer manual will be available. Individual guidance will be provided by the supervisor and the CEO of Women of Style, Spirit and Success. Previous issues of our E-Zine will be available. A complete advertising sales package will be provided.
Number of volunteers needed	Several