

**University of Southern California
Government and Community Relations
Volunteer Opportunities**

Through its community-building efforts, USC Government and Community Relations serves as a nexus, linking university and community resources and strengthening partnerships between its friends, neighbors and the academic community. By focusing on education, cultural, and economic opportunities, the university and its partners enhance the quality of life of its neighbors, faculty, staff, and students.

To further the university's community outreach efforts, USC Government and Community Relations implements programs such as the annual Good Neighbors Campaign fundraiser which solicits contributions from faculty and staff. We also manage USC Neighborhood Outreach, a non-profit grant-making organization which funds university-community outreach programs in the neighborhoods surrounding the university's two campuses.

Projects:

Volunteer opportunities to engage in our community outreach efforts are available immediately. We are looking for individuals who bring any level of experience in marketing, communication, or technology to assist with administrative support, event planning, video production, document editing, researching donation leads, or managing email listservs to name a few.

Qualifications:

Individuals may possess any one or more of the following skills:

- ✓ Knowledge of FileMaker Pro or Microsoft applications -Word, Excel, Publisher, Access, or PowerPoint (e.g. mail merges, charts, event programs, flyers, data entry, databases)
- ✓ Knowledge of HTML (e.g. e-newsletters)
- ✓ Experience creating and managing email listservs
- ✓ Ability to organize and plan events
- ✓ Experience in video production, conducting interviews, script writing, or video editing

For more information, please contact:

Carolina Castillo
Executive Director of Planning and Development
USC Government and Community Relations
Office Phone: (213) 743-4510
Email: ccastill@usc.edu