



The 4th Judicial District Attorney's Office



Volunteer Opportunity

The District Attorney for El Paso and Teller Counties has a volunteer opportunity for a:

MEDIA ASSISTANT

This person, under the direction of the Administrative Manager, will track and categorize media information for the District Attorney's office and staff, perform weekly searches of local and national media outlets for the purpose of preserving historical data, gathering stories of community impact and connection for the Annual Report and provide media trend information as needed. The Media Assistant will gain valuable experience working with various departmental leaders and groups to support the community mission of the District Attorney's Office. The ideal candidate will have a working knowledge of Microsoft Word and Excel, be detail oriented, possess strong communication skills and be flexible with changing needs.

Benefits of this position include:

- *Facilitating informing leadership and internal staff of community impact for the District Attorney's office*
- *Valuable real world experience in tracking media information for the District Attorney's Office*
- *Working with a great team of staff interested in making a positive impact in the community*

Requirements for this position include:

- *Strong attention to detail and excellent communication skills*
- *Familiarity with performing and establishing web as well as news agency searches*
- *MS Word and Excel proficiency*
- *Minimum of 8 hours per week for at least 6 months – with a preference for on-going long-term relationship*
- *Must be at least 18 years of age and submit to and pass a criminal history background check*

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If you would like additional information about this volunteer opportunity e-mail the DAO Volunteer Program Manager (mailto:DAO_VolunteerCoordinator@elpasoco.com.) Please provide your name, phone number, or e-mail address, the title of this position and your questions. You will be contacted. If you wish to apply for this position download and complete the volunteer application (<http://www.4thjudicialda.com/pdfdocs/app.doc>) and e-mail it back to the DAO Volunteer Program Manager. Thank you for your interest in volunteering with the 4th Judicial District Attorney's Office.