

**Bureau of Land Management-Eastern States
External Affairs Volunteer
Description of Duties**

Title: External Affairs Volunteer
Department: ES-912
Reports to: Terry Lewis

Position summary: Provide support to external affairs staff.

Primary duties:

- Scans large collection of photos and other media files
- Assembles packets for mailing
- Photocopying and filing
- Answers inquiries received via telephone, postal mail, and/or email
- Other tasks as assigned
- Take photos for use on the web and in publications
- Work with wild horse and burro program (adoption events, mailings, phone calls etc.)
- Work on maintaining and updating website
- Organizing photos
- Updating photo database
- Organizing supply room/closet

Qualifications and requirements:

- Fingerprint and background check completed prior to start date
- Type 20 wpm
- Basic computer skills and/or good handwriting helpful (more skills needed for website work)
- Flexible to changing situation
- Reliable and responsible
- Able to work independently as well as in a group environment
- Able to accept supervision
- Ability to perform repetitive tasks and detail oriented
- Good organizational skills

Physical abilities required:

- None

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by a volunteer. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All volunteers may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Public Affairs Use Only	
Volunteer Agreement Number	
Office	
Program	

Estimated Number of Volunteer Hours	
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