



1625 Northport Dr. #125  
Madison, WI 53704  
Office: 608.243.5252 Fax: 608.243-5259  
[www.nescoinc.org](http://www.nescoinc.org)

Larry Jolón, Special Events and Volunteer Coordinator  
608.243.5252 x 204 – [ljolon@nescoinc.org](mailto:ljolon@nescoinc.org)

### **Admin – Newsletter Volunteer**

The NESCO monthly newsletter is one of our main methods of outreach to all of our NESCO members about all the programs and services we offer. If you are looking for a monthly opportunity that allows you to make an immediate impact, join our team of volunteers!

#### **Responsibilities:**

- Assist in preparing our newsletters for mailing by folding and tabbing newsletters, and preparing mailing trays for the post office.

#### **Commitment:**

- Once at the end of the month, usually from 9:30 AM – 11:30 AM. Actual date is dependent on turnaround time from printing service.

#### **Requirements:**

- Need to be comfortable with “on call” availability.
- Able to keep confidentiality.
- Must pass a criminal background and references check.

#### **Benefits:**

- Recognition at our Annual Volunteer Recognition Celebration.
- If you are over age 55, also an opportunity to affiliate with the Retired Senior Volunteer Program of Dane County (RSVP).

The Coalition does not discriminate on the basis of age, race, ethnicity, religion, color, gender, physical handicap, marital status, national origin or ancestry, cultural differences, physical appearance, sexual orientation, arrest or conviction record, income level or source of income, student status, political beliefs, military participation or membership in the national guard, state defense force, or any other reserve component of the military forces of the United States, or less than honorable discharge.