

20th FIGHTER WING VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Journalist
ORGANIZATION: 20 Fighter Wing Public Affairs
CONTACT PERSON: Chief of PA
PHONE 895-2018
WORK LOCATION: Headquarters, 20th FW Suite 107
HOURS NEEDED: Flexible
DAYS NEEDED: Flexible

VOLUNTEER DUTIES:

1. Coverage of on-base events for internal information
2. Assist with media branch, to include news releases, training and escorts

SPECIAL REQUIREMENTS:

1. Microsoft Office software
2. Associated Press style writing
3. People skills including clear, concise spoken and written communication

TRAINING PROVIDED:

1. Basic knowledge of releasable information per AFI 35-101
2. Additional training as available

Signature of Volunteer

Date

Signature of Coordinator

Date