Responsibilities for
Grace Under the Oaks
Marketing/Social Media Director

Thank you for your interest in joining the Board of Directors of Grace Under the Oaks.

We are so fortunate to have an active and engaged Board; we all work collaboratively to ensure the success and sustainability of our program. We are currently seeking a Board member to fill the position of Marketing/Social Media Director, which is a volunteer position.

Responsibilities include, but are not limited to:

- ⇒ Coordinating as needed with Development Director to identify and participate in opportunities for community engagement
- ⇒ Working with Social Media team to help develop and maintain a consistent look, feel and message across our website and other social media platforms
- ⇒ Experience using website and CRM (Customer Relationship Management) software
- ⇒ Overseeing production of quarterly newsletters
- ⇒ Assisting with Social Media (Facebook, Instagram) promotion
- ⇒ Participating in sub-committee opportunities, i.e., fundraising
- ⇒ Overseeing PR/Social Media/Marketing team
- ⇒ Participating in Board Meetings (generally once a month, on the fourth Friday)

If you are interested in joining the Board in this position, or any other role, please send a note to the email listed below, telling us about your skills, experience, and why you'd like to be part of Grace.

You may also reach out to me directly if you are interested in discussing this further or have any questions. I would be delighted to speak with you.

Kathy Ornstein
Co-Chair, Secretary
Grace Under the Oaks
graceundertheoaks@gmail.com
973-634-5723 (cell)

October 26, 2026