**The National Federation of The Blind of Connecticut is looking to hire a part time employee to work from home as an Outreach Coordinator. We will be paying $20.00 per hour for a 24-hour work week. There is no pay for vacation time or holidays. The following is a list of the responsibilities you would be in charge of.**

**Keep chapters supplied with literature & handouts**

**Order literature from NFB & stamp or label with our information**

**Letters of intro, etc for chapter members**

**Keep our affiliate literature up to date**

**Provide various information & paperwork to board & to chapters**

**Fundraising donations**

**Donated items: find new homes, send thank you letters**

**Thank you letters for various donations**

**PayPal account management**

**Payroll & payroll filings**

**Report expenses to the treasurer; maintain income ledger**

**Maintain the restricted funds accounting**

**Various reports: CT-990; Secretary of the State Annual Report, Census, etc.**

**Maintain financial files**

**Affiliate mailings: memberships; state convention; etc.**

**Federationist: formatting print; duplicating thumb drives; mailing & emailing; putting on Newsline CT information channel**

**PSAs**

**Mailing Braille Calendars which we get from the National office**

**Field phone calls to the office**

**Sending follow-up information to people who have called**

**Emails: listserv;** **info@nfbct.org****, and others.**

**Printing: making sure we have ample supplies**

**Brailing: whenever someone requests it; state convention. Using a Braille embosser and thumb drive that converts the written word into Braille.**

**Maintain membership list**

**Maintain media list**

**Maintain college list**

**Newsline administration: new subscribers; CT information channel; assistance to chairman; keeping information up to date**

**State convention: list is endless**

**Assistance with special projects; example: BELL Academy**

**Website**

**Scholarships: organize incoming paperwork; scan & convert to a format usable to committee members; organize state convention attendance**

**Filing, Shredding**

**Please email Maryanne Melley, President of the NFBCT at** **maryanne.melley@gmail.com** **if you are interested.**