

**Virginia Interfaith Center for Public Policy
Volunteer Jobs**

The Virginia Interfaith Center for Public Policy has a small staff. The work of the Center is largely done through volunteer chapters around the state, volunteer board members and others who want to help by volunteering. Here are some of the tasks that VICPP could use help with:

For the December, 2018 Annual Event and Celebration (tentatively Dec 13)

Job/Tasks	Skills Needed	When & How much time
Call potential sponsors and silent auction donors.	Comfortable talking on the phone to strangers.	Anytime in October or first part of November. Two hours during the workweek would be good.
Draft program scripts	Good writing skills	First week or two in November. Probably need at least 8-10 hours to get into the work.
Layout program book	Material design skills using computers	Third week in November – 10 to 20 hours, depending on experience.
Figure out table decorations – make our tables look nice without spending much	Design skills	
Make short videos of our awardees	Video skills	October and November – 20 to 60 hours, depending on number of interviews and travel
Collate materials and get nametags ready	Ability to use hands!	As much time as you could give on Dec 4, 5 or 6
Set up the room	Ability to carry and move things.	Dec 13 from 1 to 4 pm
Set up and manage the silent auction	Ability to organize and oversee a project	Dec 13 from 4 to 8 pm
Manage the audio visual equipment	Experience with AV	Dec 13 from 5 – 9 pm
Staff the registration desk	Friendly and comfortable answering questions	Dec 13 from 4:30 to 7 pm
Clean up after the event	Ability to carry and move things.	Dec 13 from 8 – 9:30 pm

For the January 23, 2019 Day for All People Advocacy Day (tentative date)

Job/Tasks	Skills Needed	When & How much time
Call congregations and colleges about sending people.	Comfortable talking on the phone to strangers.	Anytime from Dec 3 through Dec 21 or Jan 2-11. Two hours during the workweek would be good.
Schedule appointments for people to meet with legislators	Good phone and writing skills	Ideally, one or two people would be responsible for this

		task. Work can begin after Dec 8 and continue into January. Probably a total of 10-20 hours.
Draft Issue Briefs for lobby visits	Good writing and basic design skills. Must be done in Word.	This will probably take 6 to 8 hours per briefing sheet, and there will be at least four. Work needs to occur between Jan 2 and Jan 12.
Collate materials and get nametags ready	Ability to use hands!	As much time as you could give on Jan 18, 21, 22
Set up the room	Ability to carry and move things.	Jan 23 from 7 – 8 am
Help people connect with their Senate groups	Ability to organize and oversee a project	Get prepared – spend a few hours at the office the week before the event. Then, manage getting people to their tables on Jan 23 from 8 – 9 am
Manage the audio visual equipment	Experience with AV	Jan 23 from 8 to 3 pm
Staff the registration desk	Friendly and comfortable answering questions	Jan 23 from 7:30 to 11 am
Clean up after the event	Ability to carry and move things.	Jan 23 from 2 to 4 pm

Helping out at the Richmond office on a regular basis

Job/Tasks	Skills Needed	When & How much time
Enter names and information into the database.	Keyboard skills and attentive to details.	We'd love someone who could come a few hours every week – anytime during the regular work hours.
Update information on the website.	Comfortable using (or learning) wordpress.	We could use someone who could give us a few hours a week and work closely with our communications director.
Build a small website.	Experience with wordpress	VICPP needs someone who could build a few small subsites that use the same template as our main website. If experienced with wordpress, probably only 5-6 hours.
Invite congregations to become Faith Advocacy Partners	Comfortable talking with congregational leaders about the program (training will be provided).	We would like someone who could work with us a half a day or a day a week on outreach.
Write a monthly judicatory article	Good writing skills	VICPP's would like someone to help send out regular updates/articles for use in

		judicatory publications. Probably 4 hours a month.
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During the General Assembly – January 9 – February 27, 2019

Job/Tasks	Skills Needed	When & How much time
Be a Witness at the Capitol volunteer	Ability to talk with legislators about issues (we'll provide the background)	We need people who can donate a full week (Mon thru Fri) during the legislative session.
Prepare materials for Witness at the Capitol volunteers	Ability to use computer, print documents and collate.	Because the General Assembly committee agendas are often not available till the day before, the schedule and background materials for Witness at the Capitol volunteers have to be prepared the day before – late in the day. We could use volunteers who would agree to do this for a week period during the General Assembly, working from 3 to 5 pm Monday thru Friday.
Promote issues on social media	Strong social media skills.	Agree to help promote VICPP's tweets, facebook posts and other social media every day during the General Assembly.
Track bills for Weekly Roundup.	Good computer and writing skills	Work with the communications director to compile information about bills of interest for the weekly roundup. Need to do this on Tuesdays.

In your congregation – ongoing

Job/Tasks	Skills Needed	When & How much time
Serve as a liaison for Faith Advocacy Partners	Relationships with people in your congregation	Faith Advocacy Partners is VICPP's congregational program. VICPP seeks people who will encourage their congregations to join and then engage people throughout the year in advocacy.
Organize a letter-writing opportunity	Basic organizing skills.	Organize a letter-writing session in early January to encourage your legislators on VICPP priorities. VICPP can suggest

		issues to address and provide background information.
Lead a book study	Group leadership skills	VICPP can recommend good books for understanding current policy issues. Schedule a four to six week book study.
Arrange a meeting with your legislators	Basic organizing and communication skills	VICPP would like every legislator to meet with constituents about VICPP priority issues. VICPP can provide briefing materials and help coach you on arranging the meeting. Meetings can happen throughout the year, but are particularly helpful in the fall, prior to the General Assembly.
Encourage and supervise alternative community service	Supervisory skills	Follow the VICPP Toolkit on arranging for your congregation to offer alternative community service options.
Join or form a sanctuary network	Organizing skills	Central VA and Northern VA have sanctuary networks that your congregation can join. If your community doesn't have one, consider gathering a few congregations together to form one. See VICPP toolkit on Welcoming Immigrants.

In your community – ongoing

Job/Tasks	Skills Needed	When & How much time
Join or start a chapter	Joining a chapter requires only an interest in getting involved. Starting a chapter requires some organizing skills.	Chapters can be formed at anytime. Most chapters meet monthly, so it will take some time to get a chapter formed and leadership recruited and shared. VICPP can help with lists and outreach.
Organize an educational forum on one or several VICPP issues	Organizing skills	VICPP staff and board members are willing to help with educational forums throughout the year, although generally not from December through mid-March due to the demands around the General Assembly.

Organize a Living Wage Certification program	Organizing and administrative skills	Volunteers are organizing Living Wage Certification programs in Richmond, Alexandria and Charlottesville. Review the Living Wage Certification Toolkit and then talk with VICPP staff about how to do this.
Represent VICPP in immigrant and interfaith coalitions	Good relationship skills and significant connections to the faith community in your area	VICPP is eager to connect with immigrant and interfaith coalitions throughout the state. If you have one in your community that is not connected with VICPP, perhaps you could help make the connections.
Reach out to congregations	Good phone and communication skills	Many congregations would be interested in the ministry of VICPP if they learned about the work. Volunteers can call congregations and meet with their leadership and interested committees.
Share campaigns on social media	Active on social media	VICPP reaches many new people through its social media. You could help with this outreach.
Meet with local law enforcement	Ability to organize a meeting	VICPP local leaders can meet with local law enforcement leaders to talk about how they work with the immigrant community and how they encourage community service.
Translate materials	Ability to translate information accurately into another language (Spanish, Korean)	VICPP wants to reach more immigrant families in VA and thus could use more materials translated into other languages.
Record videos	Ability to record and upload videos	VICPP needs more videos of workers who have been victims of wage theft, immigrants who want to stay in Virginia, people who need health insurance and people of faith encouraging public advocacy.

On your college/university campus

Job/Tasks	Skills Needed	When & How much time
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Recruit students to participate in the Day for All People	Organizing skills	Recruit students in December and January to participate in the January 23 Day for All People advocacy day in Richmond, VA.
Connect a faith-based social justice or interfaith organization with VICPP	Willingness to make connections	If you are involved with a social justice or interfaith organization on campus that is interested in social justice advocacy, connect the leadership with VICPP. If there is interest in affiliating, perhaps you might serve as the local contact person.
Organize an emailing or letter-writing opportunity	Organizing skills.	Set up a table or booth in January or early February to encourage students to contact their elected leaders about VICPP issues. VICPP will provide background information.
Register students to vote	Ability to talk with people and recruit volunteers	Good times to register students are September (before the general elections in November) and in April & May (before the June primaries). A good voter registration program involves multiple volunteers, so recruit your friends to help register other students.