



**Volunteer - Communications
Role Description**

As a volunteer, you will have the opportunity to meet new people in an upbeat and energized environment. The skills you gain in this position are transferable to any job you take in the future. CCMW will be happy to provide you with references.

Main Duties:

- Plan and execute the organization's communication plan
- Analyze social media statistics and develop report
- Create and implement CCMW's monthly e-newsletters
- Develop organization's media kit
- Identify significant media and public policy issues that can be leverages to support the Chapter's work, and create and implement plans to exploit them

Skills:

- Significant communications experience that includes a blend of advocacy and media relations
- Ability to use platforms such as Mailchimp, Buffer, Canva, Facebook, LinkedIn, Twitter and Google Plus
- Strong communication skills
- Ability to work independently and as a team player
- Possess tact, discipline and attention to detail
- Graphic design experience is an asset
- Punctuality and consistent attendance are a must
- Professionalism

Length of Position:

- January to April
- May to August
- September to December
- Full academic year

Remuneration:

As CCMW is depended on project funding, we are unable to offer paid positions. However, we do provide volunteers with reference letters based on performance and opportunities to network and meet other leaders in the not-for-profit sector.



Hiring Process:

Please submit your cover letter and resume to Sahar Zaidi, Projects Coordinator (contact information below). After submitting your application, if you have been selected for a phone interview, you can expect to hear from us within approximately one week.

To apply, kindly send your resume and cover letter via email to:

Sahar Zaidi
Projects Coordinator
Email: projects@ccmw.com