

Ann & Sandy Cross Conservation Area Volunteer Job Descriptions

Communications Volunteer

PURPOSE:

Communicating the objectives and guiding principles of the Area to various stakeholders, increasing awareness of the Area and our revived brand, and increasing two-way communication with stakeholders.

JOB RESPONSIBILITIES:

- Guided by the details within the Communications Plan.
- Assist in the promotion of new website features to stakeholders and in the planning, set-up and delivery of special events for stakeholders.
- Participate in the implementation of communications campaigns, through projects such as e-newsletters, display development, and media article messages.
- Communicate effectively with the public.
- Research, write, and layout articles for brochures and e-newsletters or local newspapers.

THIS POSITION WILL OFFER YOU:

- Hands on experience in public relations and communications projects.
- The opportunity to meet community members and others interested in conservation and public relations.
- Exposure to the community through contact with the public.
- Opportunity to enhance interpersonal skills.

AN INTERESTED CANDIDATE WILL HAVE:

- Some previous experience in this subject.
- Good communication skills (both written and verbal).
- Enthusiasm, creativity and interest in the Area.

EDUCATION PROVIDED:

- Orientation presentation.
- Informal communications sessions.
- Various education workshops offered on site.
- Potential to participate in training sessions for InDesign, Photoshop and Illustrator.

COMMITMENT REQUIRED:

- Flexible time commitment. May have to attend regular meetings with other committee members. Details to be worked out in initial meetings.

SUPERVISOR: Volunteer Coordinator at 403-931-1042