

Volunteer Opportunity: Communications Officer

Overview

HOPE *worldwide* of Canada is currently looking for a talented individual to join its Marketing and Communications team. This is an exciting opportunity to join a dynamic team of volunteers in communicating the aims and activities of our organization. The communication officer plays a major role in how the churches in Canada, the general public and other stakeholders view HOPE *worldwide* of Canada.

Location: The person can be based in any of [our chapters](#) across Canada.

The Communications Officer is;

- Responsible for the creation of all communications material to volunteers, the church and public stakeholders.
- Works closely with HOPE *worldwide* of Canada's Chapter Directors to gather information pertaining to programs and events held across Canada.
- Works closely with Information Technology Team to upload content to HOPE *worldwide* of Canada's website and social media
- Helps the Chapter director to publicize their events and fundraising campaigns.

Responsibilities

- Manage and work with internal and external partners.
- Build and maintain an annual communications calendar.
- Deliver communications within assigned deadlines.
- Spearhead the development of content for communications using various mediums: website, social media, newsletters, emails, video presentations, etc.
- Assist with the creation of an e-newsletter, pamphlets, including storyboard writing, and editing.
- Developing communications plans for various events and initiatives across Canada.
- Optional - Become familiar with ConstantContact Email Marketing Tool or Mailchimp for online newsletters or mass emails.
- Assist with HOPE special events, conferences and special projects as assigned.

Skills/Talents Required

- Excellent verbal, writing and presentation skills.
- Strong writing and editing skills
- Understand and be fluent in the use of relevant software applications, such as Word and PowerPoint.
- Learn, understand and apply HOPE *worldwide*'s style guides, templates and writing standards.
- The ability to multitask and set priorities, manage time efficiently.
- Demonstrate strong teamwork skills and comfortable working remotely.
- Background and experience in a Communications role is an advantage.
- Experience with Adobe Photoshop, Adobe Illustrator, and HTML are an asset.
- Experience in MS Office, or any publishing software (e.g. MS Publisher) is advantageous.

Required Commitment: A maximum of 4 hrs a week.

Note: This is a **Volunteer Position**

Email: communications@hopewwcanada.org