

Marketing & Communications Assistant

This volunteer position involves:

- Attend, take and prepare marketing committee meetings (one quarterly evening meeting)
- Assist with data entry/administrative tasks
- Manage filing system
- Assistance with website/social media maintenance/media tracking/proof reading
- Support for recognition and special events

Time commitment:

16 hrs/week between Monday and Friday, 9am -5pm, with a minimum 6 month commitment

Additional screening required:

- *None*

Training:

Orientation provided

Qualifications/experience necessary:

- Knowledge of Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Excellent creative and organizational skills
- Excellent verbal and written communication skills and the ability to effectively communicate with staff members, volunteers and members of the community

Locations:

Burlington office

Additional questions regarding this position? Contact:

Karen Robertson Paget (Coordinator at Volunteer Services)

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