

Marketing and Communications Writer

This volunteer position involves:

- Work with a team to collaborate on writing assignments, social media scheduling/applications
- Independent writing for articles, blogs, newsletters (internal), external communications to public as well as media/political outlets, social media postings
- Supporting photography/videography for accompaniment of written pieces

Time commitment:

4 – 8 hours/week, remote volunteering possible, with a 3 month commitment

Additional screening required:

- Interview
- Writing portfolio review

Training:

Orientation provided

Qualifications/experience necessary:

- Excellent writing skills with proficient
- Experience with photography, videography and/or social media management are considered assets
- Ability to work in a team for collaboration however, independent work is required
- Excel in deadline-driven environment
- Effective communication skills with other staff, volunteers and the public
- Basic computer literacy necessary with knowledge of all Word/Google based applications

Locations:

Burlington office

Additional questions regarding this position? Contact:

Karen Robertson Paget (Coordinator at Volunteer Services)

Phone: 905-637-4446 x287

Email: kpaget@habitathm.ca