



Volunteer: Communications Assistant Job Description

The Crisis Centre of BC is dedicated to providing help and hope to individuals, organizations, and communities. Spanning the spectrum of crisis support, suicide prevention, and postvention, we engage staff and volunteers in a variety of services and programs that educate, train, and support the strength and capacity of individuals and communities.

Position: Communications Assistant

Can you write? Can you tell a good story? Then we have a place for you on our communications team.

The Communications Assistant will take on a variety of communication and engagement related roles and responsibilities with the ultimate goal of telling the Centre's story and elevating its brand.

Qualifications and Skills

We are seeking volunteers with an interest in communications, marketing, public relations, and public engagement. An interest and commitment to the not-for-profit sector is a must, and a passion for building suicide-safer communities and supporting individuals when they are most in need is a requirement.

Specific skills we are seeking:

- Communications planners
- Bloggers and writers
- Photographers
- Filmographers
- Graphic designers
- Adwords and SEO
- Web developers

Experience working with one or more of the following systems is a benefit:

- Wordpress

- Adobe Creative Suite
- Hootsuite, Facebook, Twitter
- Photo editing software
- Film editing software
- Google Suite
- Good Adwords

In addition, you must be currently enrolled in a program directly related to this position, have completed a certificate, diploma or degree related to this position, or you currently work in a field directly related to this position.

Benefits

- Join a team of passionate development and communications professionals who manage nearly \$1 million a year in donations and grants.
- Contribute to the overall success and stability of the Crisis Centre of BC and assist to foster compassionate, connected suicide-safer communities
- Letters of reference available after completing 100 volunteer hours
- Enjoy free coffee / tea provided on site (from our coffee sponsor: Ethical Bean Coffee)
- Meet new people and contribute to your community

Requirements

We are a passionate, committed team that aims to provide stimulating work, a positive team environment, and commitment to wellbeing for all. We take pride in supporting a work-life balance and “talk the talk, walk the walk” mentality. We strive to be accepting, respectful, and non-judgmental.

The team works in a hybrid model of both onsite and remote work. Details are arranged directly with each supervisor and may change depending on circumstances. All volunteers do have access to working onsite at a computer workstation. All volunteers will be required to have their own access to a computer/laptop.

Volunteers commit approximately 3-5 hours per week, depending on the projects and needs.

The successful candidate will be required to submit a current Criminal Record Check/Vulnerable Sector Search to be completed upon offer of volunteer position.

Application Submission

See website for further details.