



Fall Communications & Development Volunteers

The BC Civil Liberties Association (BCCLA) is seeking **two individuals** to join us as **Communications & Development Volunteers** from **September 15 to December 15, 2015**. **Communications & Development Volunteers** support a variety of initiatives at the BCCLA including events, community outreach, communications and fundraising.

The BCCLA is one of Canada's leading social and democratic justice not-for-profit organizations. With a mandate that includes work on police accountability, government transparency, voting rights, prisoners' rights, national security issues and women's rights, we are one of the most vibrant and visible advocacy groups in Canada.

Volunteers will make valuable connections with key people in Vancouver's non-profit, human rights and legal communities, and will acquire real-life experience in communications, event planning and community outreach. Volunteers should have a strong interest in these areas of our work and a passion for advancing human rights and civil liberties. Ideally, volunteers should be willing to commit about 7 hours per week during regular office hours (Monday-Thursday, 9:30-4:30 pm). *Please note that the community outreach volunteer hours are very flexible, depending on the events we take part in with the community.*

Projects of Communications & Development Volunteers may include:

- Maintaining our media monitoring project, including publishing and archiving our media interviews
- Supporting the planning and execution of fundraising events
- Writing blog posts, creating infographics, editing videos and supporting social media outreach
- Participating in community outreach opportunities
- Day-of event support including registration, A/V support, speaker management, set-up and breakdown
- Other tasks, depending on volunteers' specific skill sets or areas of interest

Assets for this volunteer role include:

- Experience in event planning and community outreach
- Strong communication and writing skills
- Creative problem solving skills
- Graphic design, web development, video or photography experience
- Familiarity with website maintenance using WordPress
- Self-motivation and ability to work independently on assigned tasks
- Proficiency in Microsoft Office
- Working knowledge of social media
- Passion for promoting civil liberties in Canada and knowledge about these issues
- Flexible schedule for community events

Please send your cover letter and resume to nathanel@bccla.org by **August 29, 2015**.

We thank all applicants for their expression of interest. Please note that this is a highly competitive volunteer opportunity and that only those selected for an interview will be contacted.