



## Fall Communications & Development Volunteers

The BC Civil Liberties Association (BCCLA) is seeking **two (2) individuals** to participate with the association as **Communications & Development Volunteers** from **October 3 – December 15, 2016**.

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.

**Communications & Development Volunteers** support a variety of initiatives including events and community outreach, communications, and fundraising support activities.

Volunteers will be able to make valuable connections with key people in Vancouver's non-profit, human rights, and legal community, and acquire 'real-life' experience in events planning and community outreach. Volunteers should have a strong interest in communications, fundraising, and community outreach. Ideally, volunteers should be willing to commit 7 hours a week during regular office hours (Monday-Friday, 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:

- Helping to maintain our 'media project,' including publishing and archiving our recent media interviews
- Supporting the planning, coordinating and executing of fundraising events
- Writing blog posts, creating infographics, editing videos and supporting social media outreach
- Participating in community outreach opportunities like Car Free Days and Media Democracy Days
- Day-of event support including registration, A/V support, speaker management, set-up and breakdown
- Volunteers may work on additional tasks utilizing their specific skill sets or areas of expertise and interest

### Experience considered an asset for these volunteer roles:

- Experience in event planning and community outreach
- Strong communication and writing skills
- Creative problem solver
- Graphic design, web development, video or photography experience a highly valued asset but not required
- Self-motivated, able to work independently on assigned tasks
- Proficient in Microsoft Office, working knowledge of social media technologies
- Interest in supporting and promoting human rights and civil liberties in Canada
- Flexible schedule for community events

**Please send your cover letter and resume to Nathanel Lowe, Outreach and Communications Coordinator, at [nathanel@bccla.org](mailto:nathanel@bccla.org). Deadline is September 9th, 2016. Interviews will take place the following week.**

We thank all applicants for their expression of interest. Only those selected for an interview will be contacted.