

Title: Communications Assistant

Description: This position will be responsible for helping the Communications Coordinators with various tasks related to the upkeep of the blog, the newsletter, and the database system. This volunteer will work closely with the Communications Coordinators as well as the Research Ambassador Core Lead and Learning Coordinator Core Lead.

Tasks:

- Help research, organize, and develop content for the blog (includes finding contributors)
- Help develop the monthly newsletter
- Help with upkeep of the current Salesforce database system
- Prepare documentation for each process to be kept on file at the organization

Benefits: Gain valuable experience in a well-established, growing organization. Learn about Fair Trade and work with individuals who have experience locally, nationally, and internationally. Network and be exposed to other opportunities within the international development community. Learn the basics on how to use one of the leading database systems in this new wave of cloud computing. Come away with experience in newsletter templates and mass mail software.

Commitment: We are looking for a minimum of 3 months commitment, 3-5 hours per week.

Location: The Fair Trade Vancouver office can be used for meetings between the core leaders and the volunteer when needed but a location that is convenient for both the leads and volunteer can be arranged.

Skills Required:

- Candidate must be familiar with Microsoft Excel and Word (Mac or PC is not an issue)
- Candidate must have a passion for Fair Trade and/or be willing to learn
- Candidate must like working with people
- Candidate must be comfortable writing (Fair Trade vocabulary can be learned through training)

To apply please e-mail volunteer@fairtradevancouver.ca with your resume and put 'Communications Assistant' in the subject line. Please also indicate your interest in Fair Trade Vancouver.