



Volunteer Opportunity

Communications Coordinator

As a Communications Coordinator, your role is to schedule communications, review and approve communications materials submitted by volunteers, and lead communications projects. Communication materials include social media, blog posts, print materials (e.g. posters, newsletters, mail leaflets), campaign materials, and more. This role will provide the chance to use your creativity to inspire a passion for nature protection in your local communities.

Responsibilities

As a Communications Coordinator you will have the opportunity to participate in a range of tasks, including:

- Coordinating communications volunteers
- Editing and verifying validity of content
- Reviewing, approving, and scheduling communications materials submitted by volunteers
- Designing and organizing print materials, such as the TaTTler newsletter, Impact Report, etc.
- Assisting and coordinating materials for on- and offline campaigns
- Reporting to Staff Lead and/or Co-Lead

Time Commitment

We ask volunteers to commit to at least one year in this role. The time commitment is flexible but expected to be around 10 hours per month.

Training

We will provide training on how to navigate the back end of TTLT's website and social media accounts, graphic designing in Canva, and general practices of public posting. We encourage you to attend a volunteer orientation event (posted at www.thamestalbotlandtrust.ca/events_calendar).

Skills and Experience

No prior experience is needed, but the following will be helpful:

- Strong writing and communication skills
- Creativity and experience with graphic designing software
- Experience with creating or editing written work designed to be shared with the public
- Experience with social media, blog posts and/or newsletters
- Knowledge of, or interest in, southwestern Ontario's ecology

To Apply

Please fill out the volunteer application form and indicate "Communications volunteering" as an area of interest.