



## **Volunteer Opportunity**

### **Communications Specialist**

As a Communications Specialist, your role is to assist with creating material to communicate with TTLT's supporters. This will mainly include contributing material for TTLT's social media, website, and print materials. In this role, you will have the chance to use your creativity to inspire a passion for nature protection in your local communities.

### **Responsibilities**

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

- Finding and creating content for social media, e-blasts, and blog posts
- Collecting and analyzing annual communications data from TTLT's social media accounts, website, e-blasts, and other online communications applications
- Sharing TTLT events on related organization's social media accounts
- Reporting to the Communications Coordinator

### **Time Commitment**

This is a casual/flexible position. Your time commitment depends on your interest and availability. Volunteers may also sign up to a longer term commitment if they wish.

### **Training**

Your work will be submitted to the Communications Coordinator who will review and approve your work. This role focuses more on written communications, but if volunteers are interested in graphic designing to compliment your written work, training can be provided. Guidelines will be provided for collecting and analyzing communications data. We encourage you to attend a volunteer orientation event (posted at [www.thamestalbotlandtrust.ca/events\\_calendar](http://www.thamestalbotlandtrust.ca/events_calendar)).

### **Skills and Experience**

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

- Strong writing and communication skills
- Experience with creating or editing written work designed to be shared with the public
- Experience with social media
- 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.