

 Volunteer Job Description

*Discover your Centre*

*An “Oasis” in the Heart of Calgary*

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| Administrative Considerations |

**Requested By:** Silvia Plazas **Date:** April 8, 2021

**Supervisor:** Silvia Plazas **Department:** Administration (Marketing and Communications)

**Level of Volunteer Required:** [ ]  Level 1 [x]  Level 2 [ ]  Level 3

**Name of Job:** Marketing and Communications Volunteer/Intern **Job Number:** 00002

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| **Provide a General Description of the Job:**The FCJ Christian Life Centre is looking for two Volunteers who are keen to work in an office setting for a non-profit organization. The volunteer will work to help to create a wide range of communication materials and assist with managing existing marketing methodologies. If you are interested in learning, developing, and innovating within an existing brand this is your opportunity. Your creative ability and innovative storytelling would be an asset to the FCJ Centre.  |

**Duration and Intervals of the Role:**

[ ]  Day [ ]  Bi-Weekly [ ]  Weekly [ ]  Bi-Monthly [ ]  Monthly [ ]  Yearly

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| **Specific Dates and Times (if known):**Click or tap here to enter text. |

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| **Special Skills and Interests Required:**Passion and drive for Brand, Marketing and Communications, Proficiency in Microsoft Office Tools (Word, Outlook, and PowerPoint),An understanding of Canva, MailChimp and social media technologies,Ability to manage time and priorities,Creativity, innovation, and attention to detail,Can work collaboratively and independently, Willingness to work in-office and remotely if required |