



United Way
East Ontario

WORKING WITH COMMUNITIES
IN PRESCOTT-RUSSELL, OTTAWA,
LANARK AND RENFREW COUNTIES

VOLUNTEER POSITION DESCRIPTION

Volunteer Position:	Administrative and Project Support
Department:	Marketing and Communications, United Way Ottawa
Designated Staff Liaison:	Senior Director, Marketing and Communications
Creation Date:	September 18, 2019

PURPOSE OF VOLUNTEER POSITION

The candidate provides general executive and administrative support, such as scheduling, the creation and management of correspondence, and the preparation of expense reports, to facilitate Marketing and Communications operations and projects at United Way East Ontario.

RESPONSIBILITIES

Assist with the internal management of all active marketing and communications projects

- Assist with coordination of external stakeholders
- Assist with other administrative tasks, such as expense reports
- Coordinate incoming project requests from other departments
- Maintain and update department calendar of events and activities
- Maintain current work-in-progress records and archives of past projects
- Compile monthly department reports
- Participate in team roundtables and brainstorming
- Proactively communicate with team members and other departments on status of projects and timelines for delivery
- Research projects that span marketing, communications, events, media and social media
- Update project management database with project information, including timelines, briefing notes and other documentation

TIME COMMITMENT

- 3-month minimum commitment
- 1 day or 2 half days per week during regular office hours

QUALIFICATIONS

Education:

- Post-secondary education

Experience:

- Prior administrative and data entry experience
- Prior experience in marketing and communications
- Not-for-profit experience would be an asset

Knowledge, Skills and Abilities:

- Proficiency in relevant computer skills including MS Office
- Ability to work independently when required and maintain confidentiality of information
- Detail-oriented
- Strong team player

BENEFITS TO THE VOLUNTEER

- Placement in an established and highly-regarded community organization
- Gain valuable experience in a professional and dynamic marketing and communications department
- Contribute to making our community stronger, healthier and safer for all
- Network with United Way Ottawa staff and volunteers

HOW TO APPLY

Please send an email expressing your interest in and suitability for this role to Jean Glaister Steil, Volunteer Program Coordinator jgsteil@unitedwayeo.ca

At United Way East Ontario, we value the diversity of our employees and volunteers.