



United Way
East Ontario

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

VOLUNTEER POSITION DESCRIPTION

Volunteer Position:	Internal Communications Support
Department:	Corporate Services
Designated Staff Liaison:	Senior Director, Corporate Services
Creation Date:	October 2019

PURPOSE OF POSITION

The volunteer will help support projects led by senior management to implement a sustainable internal communications strategy by creating content for United Way East Ontario staff and stakeholders.

RESPONSIBILITIES

Assist with internal communications projects across the organization:

- Draft staff-wide email communications
- Create and update PowerPoint presentations
- Liaise with branch offices and departments for cohesive communication
- Introduce best practices through templates and communication processes

TIME COMMITMENT

- 1-2 days per week during regular business hours
- 3 month commitment

QUALIFICATIONS

Education:

- Post-secondary education in Public Relations, HR, Change Management, Communications, or a related field

Experience:

- 2+ years of experience in internal communications
- Prior experience with organizational change management would be an asset
- Not-for-profit experience would be an asset

Knowledge, Skills and Abilities:

- Proficiency in relevant computer skills including MS Office (Outlook, PowerPoint, Word)
- Strong communicator in English; French is an asset
- Ability to work independently when required and maintain confidentiality of information
- Detail-oriented and strong team player

BENEFITS TO THE VOLUNTEER

- Placement in an established and highly-regarded community organization
- Gain valuable experience in a professional and dynamic team
- 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 describing your 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.