



SPRING COMMUNICATIONS & DEVELOPMENT VOLUNTEERS

First Call: BC Child and Youth Advocacy Coalition (First Call) is seeking two individuals to join us as **Communications & Development Volunteers from January 15th to May 15th, 2016**. They will support a variety of initiatives at First Call including communications, fundraising, event planning and administration.

First Call is a non-partisan coalition of over 95 provincial and regional organizations who have united their voices to put children and youth first in BC through public education, community mobilization and public policy advocacy.

Volunteers will make valuable connections in Vancouver's non-profit and child and youth serving communities and will acquire real-life experience in communications, fundraising, event planning and administration. Volunteers should have a strong interest in these areas and a passion for advocating for children and youth.

Volunteers should be willing to commit about 7 hours per week in person at First Call's office in downtown Vancouver (Monday-Thursday, 9:30-4:30 pm - with 1 hour lunch break). Ideally this would take place on the same day each week, but could be spread out over a couple days during the week if necessary.

Projects of Communications & Development Volunteers may include:

- Assisting with writing and posting First Call's weekly Child and Youth Advocate newsletter
- Supporting the planning of First Call's 2016 Annual Fundraising Gala (Feb 2016), such as outreach, promotions and silent auction solicitation
- Assisting with First Call's fundraising efforts (donor stewardship and database management)
- Assisting with developing and disseminating First Call's communication materials (email, social media)
- Updating website content (Wordpress)
- Monitoring child and youth news and policy
- Participating in First Call's monthly Coalition Meetings (Wednesday mornings)
- Other tasks, depending on volunteers' specific skill sets or areas of interest

Assets for this volunteer role include:

- Experience in event planning and community outreach
- Strong communication and writing skills
- Creative problem-solving skills
- Graphic design experience
- Familiarity with website maintenance using WordPress
- Self-motivation and ability to work independently on assigned tasks
- Proficiency in Microsoft Office
- Working knowledge of social media
- Passion for advocating for children and youth and knowledge about these issues

Please send your cover letter and resume to sarena@firstcallbc.org by Monday January 11th, 2016 at 9am (interviews will be the week of January 11th). We thank all applicants for their expression of interest. Please note that only those selected for an interview will be contacted.

putting children and youth first

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