



The Vancouver Branch OF THE United Nations Association in Canada Communications Coordinator

Communications Coordinator - Job Description

The mandate of the United Nations Association in Canada – Vancouver branch is to engage the Canadian public in the work of the United Nations. We are currently seeking a volunteer to oversee our social media accounts, website, and newsletter production. The ideal candidate would:

- Be able to attend our monthly board meetings as well as events
- Have some post-secondary education
- Have access to and proficiency in Adobe Creative Suite (or similar software)
- Be comfortable working with Twitter, Instagram, Facebook, Hootsuite, Wordpress, YouTube and other social media platforms
- Have previous experience in communications and editing
- Have previous volunteer management experience
- Be reliable, detail oriented, and up-to-date on current events

The Communications Coordinator's responsibilities would include (but are not limited to):

- Creation of our newsletter (distributed three times a year)
- Creation of a strategic communications plan
- Oversee our social media accounts and content creation
- Oversee our website and the volunteer website writers
- Create content for the website when appropriate
- Create press releases and connect with the media when necessary
- Attend a majority of monthly board meetings (September–June) and events (approximately 5-7 events annually)
- Other appropriate tasks as required by the Board of Directors

The Communications Coordinator will report to UNAC-Vancouver's Board of Directors. This position will be paid a \$1000 honorarium for a 12-month term (\$500 at the start of their term, and \$500 upon completion). The position may be renewed with board approval.

Qualified applicants should submit their applications to unacvancouver@gmail.com with "Communications Coordinator Application" in the subject line. Applications should include a cover letter, resume, and, if available, a portfolio of graphic designs, newsletters, website creation, press releases, and/or publicly accessible writing.