



United Nations Association in Canada
Association canadienne pour les Nations Unies

**Call for Applications for the Role of Communications Coordinator
The Vancouver Branch of the United Nations Association in Canada**

Communications Coordinator – Job Description

The Vancouver Branch of the United Nations Association in Canada (UNAC-V) is currently seeking a volunteer to oversee our social media accounts, website, and newsletter production. The mandate of UNAC-V is to engage the Canadian public and build awareness of the work of the United Nations.

The ideal candidate would:

- Commit to an average of 20-25 hours per month
- Be able to attend all/the majority of events, and some board meetings as required (approx. June 2018 to June 2019).
- Have some post-secondary education
- Have access to and proficiency in Adobe Creative Suite (or similar software, apps)
- Be comfortable working with Twitter, Instagram, Facebook, WordPress, YouTube and Hootsuite (at minimum, understand its potential)
- Have previous experience and/or passion in communications and editing and can provide reasonable evidence
- Have previous volunteer management experience or have held an equivalent role
- Be reliable, details-oriented, and have an interest in current events

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

- Creation of the board newsletter (distributed three times a year)
- Creation of a strategic communications plan
- Oversee our social media accounts and content creation, including overseeing volunteers contributing to these roles
- Oversee our website and the volunteer website writers
- Create content for the website when appropriate (upcoming events)
- Create press releases and connect with the media when necessary
- Other appropriate tasks as required by the Board of Directors and agreed upon by the incoming volunteer

The Communications Coordinator will report to UNAC-Vancouver's Board of Directors. a \$500 honorarium for a 12-month term (\$250 at the start of their term, and \$250 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 a variety of communications work such as graphic designs, newsletters, website creation, press releases, and/or publicly accessible writing.