

## VOLUNTEER POSITION DESCRIPTION

### IDENTIFICATION

Business Title: Communications Support  
 Department: Alzheimer Society Durham Region  
 Function: Community Engagement  
 Location: Durham Region  
 Status: # of hours per week

### FOR HR USE ONLY

Job Title:  
 Job Code:  
 Job Grade:  
 Approved By:

### SUPERVISORY RELATIONSHIPS

Reports To: Communications Coordinator  
 Supervises: N/A

### BASIC FUNCTION

As the Volunteer Communications Support, you will provide support to the Community Engagement and Clinical Service teams by performing administrative duties relating to events, programs and all communications platforms including, but not limited to, website, print, posters & ads, and posts on social media platforms. The Volunteer Communications Support has relationships with Communications Coordinator, Director Community Engagement, Event & Volunteer Coordinator and other members of ASDR staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

	Responsibility
	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• Support the Community Education &amp; Family Support teams in creating flyers, PowerPoint presentations, e-blasts and social media posts etc.</li> <li>• Work with various departments within the organization to create the Chapter's quarterly Program Guide</li> <li>• Create engaging content for client and volunteer impact stories</li> </ul>

### QUALIFICATIONS

**Education:**

- Postsecondary degree/diploma in Business, Marketing, Communications, Public Relations, Event Management or related discipline or an equivalent combination of education, training and expertise

**Skills:**

- Experience with Adobe Creative Cloud software such as InDesign, Photoshop, After Effects, Illustrator and Premiere Pro is an asset.

### TRAVEL REQUIREMENTS

- Must have insured vehicle and be able to travel throughout Durham Region

### PHYSICAL DEMANDS

- No special physical demands are required beyond the performance of general office duties