



## CALGARY IMMIGRANT WOMEN'S ASSOCIATION

### VOLUNTEER POSITION DESCRIPTION

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<b>TITLE:</b>	Marketing Assistant
<b>DEPARTMENT:</b>	Communications and Marketing
<b>REPORTS TO:</b>	Communications and Marketing

The Communications and Marketing team works directly with the CEO in developing and implementing a communication and marketing strategy that increases CIWA profile in the community.

#### SUMMARY OF POSITION

The volunteer Marketing Assistant will work with the communications and marketing team to provide administrative and data entry support. The Assistant will also prepare various outreach and promotional materials, including online marketing initiatives. Volunteer time commitment is a minimum of 4 weeks; 3 hours per week.

#### DUTIES AND RESPONSIBILITIES

- Attend CIWA's Volunteer Orientation
- Meet CIWA's Manager of Communications and Marketing for an initial information session
- Support the development of marketing materials by preparing preliminary content
- Assist with current promotional campaigns

#### STANDARDS OF PERFORMANCE

- Ensure that professional approach is aligned with CIWA values
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times

#### QUALIFICATIONS

- Proficiency in Microsoft Office applications
- Strong communication skills
- Experience with Canva and other graphic design software an asset
- Calgary Police Intervention Check required
- Must maintain confidentiality and professionalism
- Punctual and reliable
- Open minded and enthusiastic
- Understand and respect diversity

If interested, please contact:

Volunteer Program

Direct line: 403-517-8830

E-mail: [volunteer@ciwa-online.com](mailto:volunteer@ciwa-online.com)