

Editor

Supervisor: Communications Coordinator

Level: Editors are ranked at a **Tier 2 position** (See brochure for details on tiers).

Position Description: The volunteer assists with editing the AIDS Calgary newsletter 4 times per year as well as other AIDS Calgary external communications.

Objective: AIDS Calgary communication pieces are used as tools to communicate with our volunteers, donors, community partners and the community at large.

Time Commitment:

- Volunteers will work independently for approximately 2 to 4 hours per month

Responsibilities:

- Ongoing and open communication with the supervisor
- Receive draft of newsletter or other communication and review for grammar and clarity
- Must submit revisions to supervisor within the time and parameters agreed upon
- Volunteers must respect deadlines

Qualifications:

- Experience in writing or editing
- Detail-oriented and able to follow deadlines
- Must be able to work independently and follow direction

Training:

- None required, but Core Training is an asset.

Benefits:

- Excellent opportunity for students in communications or related field to practice skills
- Volunteer hours and participation will be tracked and can be provided for various purposes required by the volunteer, such as post-secondary applications or work references (after the completion of 30 hours)
- Increase understanding of HIV/AIDS in your community
- Receive invitations to attend workshops, community events and AIDS Calgary events and celebrations
- Receive the AIDS Calgary and Volunteer newsletter

Application Requirements:

- Submit a volunteer application and provide 2 – 3 samples of written work for consideration
- Interview with Coordinator of Volunteer Engagement
- Read and sign a Volunteer Contract and Oath of Confidentiality

** All volunteers will participate in a 3 month evaluation with the Volunteer Supervisor and an annual evaluation with the Coordinator of Volunteer Engagement.

Questions? Interested in being an AIDS Calgary Volunteer?

Contact us:

volunteer@aidscalgary.org

(403) 508-2500

Or download the application form from our website <http://www.aidscalgary.org/getInvolved/volunteer.shtml>