

Writer

Supervisor: Communications Coordinator

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

Position Description: The volunteer assists with writing stories for the AIDS Calgary newsletter, blog and other agency 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 3 to 6 hours per article/story
- Volunteers may submit 1 article per month on a first come, first served basis

Responsibilities:

- Read and follow the Volunteer Writer Guidelines
- Ongoing and open communication with the volunteer supervisor
- Complete article assignment(s), conduct appropriate research and complete draft(s) as requested by volunteer supervisor
- Ability to generate story and/or article ideas
- Must submit draft to supervisor within the time and parameters agreed upon
- Volunteers must respect deadlines and write in the style indicated by supervisor
- Respect AIDS Calgary Awareness Association's confidentiality policy and represent AIDS Calgary in a professional and respectful manner while working with the community

Qualifications:

- Individual is currently living with HIV/AIDS
- Experience in writing, conducting research and interviews
- Detail-oriented and able to follow deadlines
- Must be able to work independently and follow direction

Training:

- Core Training is an asset

Benefits:

- AIDS Calgary's GIPA (greater involvement of people living with HIV) project will pay a volunteer to do this role
- 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 completion of 30 hours)
- Increase understanding of HIV/AIDS in your community and knowledge of current information about HIV/AIDS
- Invitations to volunteer appreciation events, special agency events or workshops, and community celebrations, including those geared toward People living with HIV and AIDS
- Receive the AIDS Calgary newsletter and Volunteer newsletter
- Volunteer can participate in the Annual General Meeting

Application Requirements:

- Submit a volunteer application and provide 2 – 3 samples of written work for consideration
- Interview with the 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>