

## Editor

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**Supervisor:** Communications Analyst

**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 6 times per year.

**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 newsletter and Volunteer newsletter

**Application Requirements:**

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

Questions? Interested in being an AIDS Calgary Volunteer?

Contact us:

[volunteer@aidscalgary.org](mailto:volunteer@aidscalgary.org)

(403) 508-2500

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