



Writer

Supervisor: Communications Analyst

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 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 month

Responsibilities:

- Ongoing and open communication with the supervisor
- Complete story assignments, conduct appropriate research and complete draft
- Ability to generate story 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:

- 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:

- Excellent opportunity for students in communications or related fields 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 completion of 30 hours)
- Increase understanding of HIV/AIDS in your community
- Receive invitations to attend workshops, community events and AIDS Calgary events
- 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 or (403) 508-2500

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