



## VOLUNTEER OPPORTUNITY

### Communications Volunteer

Frog Hollow Neighbourhood House is a community service organization serving the Hastings-Sunrise community. We are looking for a **social media savvy & creative volunteer**, who is enthusiastic to assist Frog Hollow Neighbourhood House's work in Hastings Sunrise through communications strategy.

The Association of Neighbourhood Houses of BC (ANHBC)'s work is centered on inclusion and equity, to build social connection and to break down discrimination through community building. We strongly encourage applications from people who identify as Black, Indigenous, and People of Colour (BIPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities.

Frog Hollow Neighbourhood House/ANHBC is committed to protecting the health and safety of its employees, volunteers and the community. Subject to legal exemptions, proof of COVID-19 vaccination status will be required for all new hires & volunteers.

Criminal Record Check (CRC) will be required.

**Position:** Communications Volunteer  
**Hours:** We are flexible! 3 to 6 hours per week is suggested.  
**Timeline:** Application opens NOW!  
Orientation – First Friday of every month via zoom

**Locations:** Online & in person blended  
Frog Hollow Neighbourhood House 2131 Renfrew Street, Vancouver  
P'ipa:m Lelum, Clinton Park Fieldhouse, 2690 Grant Street, Vancouver

#### Duties and Responsibilities:

- Assist in curating engaging and appropriate content for Frog Hollow's social media platforms, including Facebook, Instagram and newsletters.
- Assist in creating posters, flyers and promotional collateral for various programs, services, workshops and events.
- Admin support for events logistics.
- Attend Frog Hollow's events to gather information and take photos or videos for social media content.

- Assist in building and organizing stakeholders list.
- Carry out tasks in a timely, efficient and accurate manner.
- Maintain confidentiality and discretion at all times.

**Benefits for applicants:**

- Gain a good understanding of communications work in a non-profit organization.
- Hands-on experience of using communications tools to raise awareness of a non-profit organization and its causes.
- Opportunity to utilize and further develop social media and promotional skills
- Make an impact in your community.
- Explore a career related to marketing, social media and communications jobs in non-profit sector and in general.
- Fulfill graduation requirements; reference letter may be available

**Training & support provided:**

- Volunteer Orientation training from *Volunteer Coordinator* and *Communications Coordinator*
- Biweekly meetings to debrief and give feedback to *Communications Coordinator*

**Qualifications:**

- Intermediate level skills with social media platforms & content creation tools, including Facebook, Instagram, Canva and iMovie.
- Excellent copywriting skills in English. Additional language competencies are an asset.
- Experience and/or training in photography an asset.
- Knowledge of social media & content marketing is a plus.
- Enthusiasm for and an interest in working for causes of a non-profit organization
- Understanding of non-profit culture is valued.
- Ability to work independently and in a team of multicultural individuals.
- A strong attention to details.
- A commitment to professional ethics and abilities to handle sensitive and confidential information.
- Successful completion of criminal record check.

Please apply by submitting a [Frog Hollow Volunteer Application Form](#), or a copy of your resume, by email to [rocio@froghollow.bc.ca](mailto:rocio@froghollow.bc.ca)

Frog Hollow Neighbourhood House,  
2131 Renfrew Street, Vancouver, BC V5M 4M5  
604-251-1225

Thank you for your interest

