

Overall Purpose: Power To Be is a local non-profit organization that empowers people living with disabilities or barriers to explore their limitless abilities through inclusive adventures rooted in nature. The Marketing and Communications team offers dynamic communication materials that are accessible and relatable to connect a large audience to the mission and impact of the organization.

The MarComm Support Volunteer will assist the Marketing and Communications Team with various ongoing projects such as maintaining inventory of promotional items, file management, blog writing, and event support. This role will provide a unique learning experience within the social impact sector while working with a fun, mission-driven team. Power To Be is committed to working with the successful candidate to build upon personal goals and develop highly transferable skills.

SPECIFIC ROLE RESPONSIBILITIES:

Administration

- Create content for Power To Be's blog, including research and interviews
- Provide administrative support with our online database filing project, some of which is confidential and/or holds information about vulnerable populations
- Assist with digitizing our archival materials
- Support with inventory control, organizing, and order completion of promotional items
- Assist with our 25th Anniversary events throughout the year including a documentary screening, invitations, RSVP tracking, etc.

People

- Be in regular communication with direct supervisor; assist other staff with their responsibilities as needed.
- Use discretion and be professional while handling confidential information.
- Contribute to a positive and dynamic working culture congruent with Power To Be's values.
- Adhere to all Power To Be policies and guidelines and applicable legislation as they relate to staff and volunteer practices.

Performs other related duties as interested.

Role Requirements:

The successful candidate will:

- Be a strong communicator with excellent written and verbal skills
- Be personable, organized, professional, and able to work well in a team environment
- Feel aligned to Power To Be's mission and values
- Be familiar with the Microsoft Office Suite, specifically Word, Sharepoint, and Excel
- Provide proof of full vaccination against COVID-19
- Experience with any of the role responsibilities listed above is an asset.

As per the Ministry of Justice requirements for organizations that work with vulnerable populations, a Criminal Record Check (CRC) and *Criminal Records Review Act* Check (CRRRA) will be required.

Particular Working Conditions: The position will include remote and in-person work. In-person tasks will require some weekday availability between 9 AM-4 PM and possible occasional weekend support for specific events. Our office is in a rural area with no public transportation, so volunteers must have their own means of transportation. In consideration of the mission we serve, it is preferred that the volunteer enjoys an active lifestyle and has aligning values with Power To Be.

Location: Hybrid/remote work, with occasional shifts at our Prospect Lake office (Victoria, BC)

Reports to: Marketing & Communications Lead

Hours: Minimum 4-month commitment. Shifts to be determined based on availability.

Ideally, this volunteer would be able to commit to 2-4 hour shifts a few times a month, equalling out to 6-10 hours/month depending on capacity. Regular scheduling would be our preference.

To Apply: Complete our application form and upload your resume [here](#) (*Please select "Marcomm Support Volunteer" under Volunteer Opportunities).