



**Centre de ressources communautaires
RIDEAU-ROCKCLIFFE
Community Resource Centre**
Overbrook • Forbes • Carson Grove • Manor Park
Lindenlea • Rockcliffe • New Edinburgh



VOLUNTEER OPPORTUNITY

Position Title: Marketing and Communications - Social Harvest
Commitment: Summer, part-time (up to 20 hours/week)
Training period: First week
Availability: Days
Positions available: 02
Location: 815 St. Laurent Blvd
Starting date: **As soon as possible.**
In persona and remote working

ABOUT US

Social Harvest Ottawa is one of the Rideau-Rockcliffe Community Resource Centre's (RRCRC) social enterprises. Our center is piloting this initiative addressing food insecurity in our community through a range of activities. Under the supervision of the Social Harvest Project Officer, the Marketing and Communications volunteer will promote the Social Harvest Ottawa social enterprise, manage the social media channels, and assist with content creation for various marketing activities.

In this position, you will contribute to the end of poverty and improve the food accessibility among our community at the same time that you gain valuable and recognized working experience in project management, social media, and design.

POSITION DESCRIPTION:

- Develop a communication strategy that includes media outreach and social media content
- Develop metrics strategy to ensure marketing impact analysis
- Involve audience segmentation and alignment of key messages to these segments on a local basis
- Propose a schedule of sustained communications products and activities across the fiscal year

REQUIREMENTS

- Post-secondary education in a field related to communications, marketing, graphic design, or journalism
- Strong interest and basic experience in social media, marketing, and communications
- Fluency in French and English, both written and oral (prefer)
- Intermediate computer skills and experience with Microsoft Office Suite, Social Media, MailChimp, Hootsuite, and Canva
- Ability and willingness to:
 - Be helpful, respectful, approachable and team-oriented (Collegiality)
 - Take ownership of work, do what is needed, follow through (Initiative)
 - Plan ahead, manage time well, be on time, be cost conscious, think of better ways to do things (Efficiency)
 - Be receptive to feedback, be willing to learn, embrace continuous improvement (Coaching ability)

HOW TO APPLY:

- 1) Fill out our volunteer application form [here](#).

2) Send resume and letter of interest to Social.Harvest@crcrr.org.