

Volunteer Web Design Coordinator Alliance to End Homelessness Ottawa

Position: Volunteer | 2 days/month | Seeking minimum 3 month commitment

About the Alliance to End Homelessness Ottawa (ATEHO):

The Alliance to End Homelessness is a non-partisan, provincially incorporated non-profit organization working in partnership with members and partners to inspire action, to generate knowledge and to inform a community-wide effort to achieve an end to homelessness in Ottawa.

The Alliance is an important voice on homelessness in Ottawa, engaging public and elected officials, the media, community partners and the wider Ottawa community. The Alliance plays an important role in convening members and community stakeholders to address and advance issues and efforts related to ending homelessness and housing insecurity.

In 2014, the Alliance established three primary strategic directions, which continue to guide its work: We Inspire; We Learn; and We Inform. Additional details on these directions, with an overview of anticipated outcomes, can be found on the Alliance website.

Since 2004, the Alliance has been known for two signature initiatives: the annual spring production of a Progress Report on Ending Homelessness in Ottawa, and the fall convening of a community forum, facilitating dialogue between research and community practice to advance our community's efforts to end homelessness.

More information can be found on our website at: <http://endhomelessnessottawa.ca>.

Responsibilities:

- Support monthly maintenance of the ATEHO website including news postings, member updates and event information.
- Coordinate branding and management of online and social media content across multiple platforms including Facebook, Twitter, LinkedIn and Instagram channels that extend ATEHO's reach.
- Design, brand and format print and online press releases, newsletters, event programs, membership brochure and other public ATEHO materials as needed.
- Track and report on quarterly online metrics (ie. web traffic and Twitter Analytics) to the Executive Director, Communications Committee and Board of Directors.
- Provide advice and support to Executive Director and Communications Committee on opportunities to update and further develop online, print, social media and other ATEHO information systems.
- Opportunity for creative design and graphic development for web, print and social media output.
- Opportunity to develop newsletter, membership and event tracking systems.

Skills and Requirements:

- In process of obtaining a degree, or having earned a degree, in Graphic Design, Design, Marketing, Advertising, Journalism, Communications or a related field of study or experience (2-3 years).
- Experience in Adobe Creative Suite including Photoshop, InDesign, and Illustrator preferred, as well as knowledge of WordPress.

- Excellent verbal and written communication skills, with proven knowledge and experience in web and graphic design strategies, and general digital marketing best-practices.
- Passion for visual and graphic storytelling, and a self-starter with ability to think strategically and creatively.
- A commitment to good interpersonal relationships, teamwork and confidentiality.
- Dependable attendance.

Benefits of Volunteering with ATEHO:

- Provides opportunities to network, make new contacts, learn and share ideas of common interest.
- Provides opportunities to acquire work experience and/or improve or expand your skills.
- Supporting a network of community partners, social service providers, front line workers, academics, policy and advocacy stakeholders to better the lives of those living in our community.
- A letter of reference or statement of work can be provided.

Application:

- Please provide a recent cv and covering letter outlining the skills and contributions you would like to bring to ATEHO;
- Name and contact information of two individuals whom we can reach out to about your candidacy;
- Selected candidates will be invited for an interview;
- Please note the position is voluntary.
- Located in downtown Ottawa – Flexible work location and hours as appropriate.

Please send your application to: Kristen Holinsky, Executive Director, Alliance to End Homelessness
Ottawa at: kholinsky@endhomelessnessottawa.ca by **Friday, July 21st , 2017 – 5pm EST.**