VOLUNTEER COMMUNICATIONS ASSISTANT

SUMMARY

Information: AMSSA is looking for a volunteer to support with a range of communications activities, including social media and support of audiovisual projects. The ideal volunteer will be a team player and be interested in the settlement and integration of newcomers as well as justice, equity, diversity and inclusion. We are looking for people with excellent English written/oral skills and engaging social media experience.

Reports to: Operations and Communications Manager and Communications Coordinator

Hours & location: 4 hours per week / Flexible – combination of working from home and working from AMSSA’s office location at 4445 Norfolk Street, Burnaby, BC depending on duties

Classification: Volunteer

How to apply: Please send your cover letter and resume to Melissa Jay, Operations and Communications Manager at communications@amssa.org. This volunteer opportunity will be open until it is filled.

AMSSA OVERVIEW AND VALUES

AMSSA is a unique province-wide association that strengthens over 80 member agencies as well as hundreds of community stakeholder agencies who serve immigrants and newcomers, and build culturally inclusive communities, with the knowledge, resources and support they need to fulfill their mandates.

- We value EQUITY and strive to be the catalyst for change which disrupts systems promoting racial and social injustice.
- We value INCLUSIVENESS and work with our members and stakeholders to place voices that have been marginalized in positions of influence, creating space for all perspectives.
• We value **INTEGRITY**, striving to always work to the highest standards, encouraging innovation, risk taking and leadership; we are always open to new thoughts and maintain accountability in our work.

• We value **DIVERSITY**, recognizing our own individual biases and engaging members and stakeholders in meaningful ways that promotes inclusion of all voices and perspectives.

• We value **MUTUAL RESPECT** by respecting what everyone has to offer within their own context of life experiences, opening our hearts and minds to always listening and learning.

• We value **COLLABORATION**, engaging in equitable partnerships, mindfully exploring old and new ideas to advance the work of AMSSA and our members.

• We value **SUSTAINABLE TRANSFORMATION**, engaging in continuous individual and organizational reflection and collaboration to build capacity and integrate what we learn into our culture and infrastructure.

**DUTIES**

- Support AMSSA’s communications with social media tasks including:
  - Research content related to the settlement, diversity & inclusion sector, from a variety of sources (media, government, non-profits and others)
  - Develop social media posts and sharable graphics
  - Enhance social media posts with engaging wording
  - Ideate members’ engagement initiatives
- Audiovisual project “Memoirs of the Newcomer Integration Sector” (series of video interviews of sector leaders)
  - Write a one-page summary brief for each 30-min interview
  - Create a list of related resources for each leader’s interview as pertaining to the topic covered in the interview (refugee resettlement, settlement and multiculturalism in Victoria, …)
  - Develop social media posts to promote the release of each interview
- Support with compilation of AMSSA resources
- Support with compiling evaluation and feedback form data
- Support with Administrative and other projects as needed