



## **SHER VANCOUVER LGBTQ FRIENDS SOCIETY**

### Director of Communications

Volunteer Position

5 to 10 hours per month

Deadline: Ongoing

### **DUTIES**

- Prepare official announcements about Sher Vancouver events, activities, programs, and services
- Plan out news releases and statements on behalf of Sher Vancouver Founder and the Board of Directors
- Prepare statements to acknowledge and recognize statutory holiday and informal cultural and community celebrations, traditions, and faith-based holidays
- Monitor the news and current events and current affairs for human rights-related events relating to LGBTQ+ people and South Asian people that would be relevant to the mission, vision, values, and mandate of Sher Vancouver as prescribed in our Constitution. Prepare a formal response for the Sher Vancouver Founder and Board of Directors to consider. All controversial news releases and statements would have to go to the Board of Directors for approval prior to public release.
- Keep Sher Vancouver Founder informed about what is happening in the social justice documentary industry including opportunities, grants, and newly available funding for film projects
- Work with the Sher Vancouver Social Media Manager, Graphic Designer, IT Consultant, and other core operating team members to share and post official information including submitting content for the newsletter
- Take direction and supervision from Sher Vancouver Founder

- Send official greetings from Sher Vancouver to mark various occasions or milestones to our core operating team, sponsors, partners, and allies in the community after approval from Sher Vancouver Founder
- Put out a call for photographs and video content from the Sher Vancouver core operating team to increase our visibility in the community by posting and sharing information about our presence and participation at community events

## **QUALIFICATIONS**

- Post-secondary education in any Arts related discipline especially English, Journalism, Communications, and Marketing
- Knowledge of graphic design and social media management is an asset
- Experience in a similar position is desirable
- Excellent verbal and written skills in English is necessary
- Knowledge of Punjabi, Hindi, Urdu, or other South Asian languages is desirable
- Knowledge of the South Asian and LGBTQ+ community is desirable
- Ability to nurture community contacts, networks, and develop partnerships is highly desirable

## **BENEFITS**

- Experience as a Director of Communications with a rapidly growing registered charity
- Volunteer with an organization that you can relate to and share personal values with
- Have a direct impact and say in the public representation, policy positions, and strategic priorities of Sher Vancouver
- Help draw attention and public awareness to issues that matter
- Learn new skills and expertise
- Meet new people and make new friends
- Pre-approved expenses will be reimbursed
- Some paid contracted project work may become available to you
- From time to time, you may be eligible to receive free tickets to events and social activities from our community partners as they become available
- Participation and priority access to Sher Vancouver events and activities

## **APPLY TODAY**

Please send a cover letter, resume, and two professional references to:  
Alex Sangha, Founder of Sher Vancouver, [info@shervancouver.com](mailto:info@shervancouver.com)

Selected applicants will need to do a video interview. A criminal record check and vulnerable sector check will be necessary for the successful applicant