



**NEIGHBOURHOOD LINK**  
SUPPORT SERVICES

## **VOLUNTEER DEVELOPMENT AND MARKETING ASSISTANT**

**REPORTING TO:** Development and Marketing Manager

**POSITION SUMMARY:** This volunteer position will include researching potential funding opportunities, data entry, and strategic communications.

### **DUTIES:**

1. Review and update information on Neighbourhood Link's website including events and programs for the monthly calendars
2. Monitor and update Neighbourhood Link's social media sites such as on Facebook and Twitter, including writing tweets and status updates
3. Assist in the development of new sources of funding by researching and recommending potential foundations and corporations who align with the mission statement and goals of Neighbourhood Link Support Services
4. Draft funding proposals with potential funders and corporations under the direction of the Marketing and Development Manager
5. Maintain client confidentiality and adhere to Neighbourhood Link's policies and procedures.
6. Perform other duties, appropriate to the position, as required.

### **JOB REQUIREMENTS:**

- Strong interpersonal and networking skills.
- Excellent oral and written skills, attention to detail, and the ability to work in a team environment.
- Demonstrated ability to build, maintain relationships and effectively liaise with a diverse range of contacts in a professional manner.
- Strong sensitivity and commitment to cultural, racial, ethnic and socioeconomic diversity.
- Ability to plan, organize and work independently.
- Working knowledge of computer software applications.

### **QUALIFICATIONS:**

- Related post-secondary education and/or experience.
- Three or more years of related professional experience.

Prepared October 18, 2012