

Communications Volunteer



Location: Waterloo Office

Reports to: Communications and Events Manager

Dates/ Hours Anticipated: Hybrid, 2 hours/ week

Summary:

The Communications Volunteer will assist the Development team in the creation of agency publications and social media. They will lend support to FOF's social media goals and work to engage target markets.

What You Will Do:

- Create social media content for Facebook, Instagram, TikTok, YouTube, LinkedIn and any other identified platforms the agency uses
- Conduct research and comparison regarding best practices and innovative ideas to enhance agency social media
- Participate on the Social Media Committee to lend creative ideas and brainstorming to our postings
- Assist in the filming and editing of agency promotional/ informational videos
- Audit media posts for demographic representation
- Proofread and edit content as needed

Qualifications and Competencies:

- Demonstrate FOF's 5 core values: People First, Discover & Do, Equity and Inclusion, Grit
- Believe in our 10-year vision: Everyone Has a Home
- Respect the confidentiality of clients receiving services through FOF and donors
- Exhibit a belief in non-violence and willingness to advocate on behalf of populations affected by domestic violence, sexual assault, human trafficking or other violent crimes and homelessness in a non-discriminating manner
- Ability to pass a criminal background check
- Have previous experience, education and/ or interest in social media and content creation
- Flexibility to occasionally travel to other worksites
- This position is a part of FOF's Volunteer Accountability Chart and occurs weekly

For more information or if interested, please email Madison Gaffney, Volunteer Manager, at madison@fofia.org with the subject line "Communications Volunteer".