

VOLUNTEER DESCRIPTION

1. ASSIGNMENT

Words of Welcome content manager

2. PURPOSE OF ASSIGNMENT

Words of Welcome will be a hub on the Canadian Council of Churches (CCC) website for people to access resources endorsed by the Canadian Council of Churches on refugee sponsorship and other forms of refugee welcoming. It is intended to be a platform for the sharing of information, questions, concerns, advice, and encouragement with one another as we travel the transformational journey of sponsorship.

Prompted by denominational leaders and facilitated by the Canadian Council of Churches Commission on Justice and Peace, *Words of Welcome* is intended to be a platform for the curation and dissemination of the great work that many groups in Canada are creating regarding refugees and sponsorship. We are committed to providing a forum for those involved in ecumenical work on peace and social justice in Canada and the world, facilitating biblical and theological reflection and cooperation of the churches on related issues.

3. TASKS

- Manage *Words of Welcome* section of the CCC website and its database of endorsed resources, including church publications and statements
- Weekly posts in *Words of Welcome* Facebook group (e.g. sharing a relevant article or opinion piece from a high-quality news source)
- Identify, repurpose, reuse, and recycle high-performing content
- Help forge the Council's voice and brand in a way that demonstrates our leadership, vision and focus on justice
- Act strategically to ensure our compilation of resources reaches those who need it, e.g. smaller communities

4. TIME COMMITMENT

EXPECTED NUMBER OF HOURS PER WEEK OR MONTH: Approximately 1-2 hours per week.

FIRM VS. FLEXIBLE TIME: Flexible hours; may be done at the Canadian Council of Churches office during business hours, or remotely anytime.

5. SKILL REQUIREMENTS

- Good written communication skills
- Knowledge of WordPress platform is an asset
- Working knowledge of Facebook groups is an asset

6. TRAINING AND SKILL DEVELOPMENT

- Learn how to craft a meaningful and effective content marketing strategy
- Opportunity to improve social media management skills
- Upgrade website management skills, with possibility of introductory training in HTML



7. SUPERVISION

VOLUNTEER REPORTS TO: Communications Officer

FEEDBACK MECHANISMS: Communications Officer will review proposed content and assist with content curation and strategy as needed.

8. AUTHORITY/DECISION MAKING

Has input into *Words of Welcome* content strategy, in consultation with Communications Officer.

9. PROPERTY AND CONFIDENTIALITY

Both during and following the terms of this agreement, you will ensure that all information and materials that are the property of *The Canadian Council of Churches* remains confidential and in a secure place. You shall not publish, disclose, or in any way make known such confidential information to any third party without the prior written consent of *The Canadian Council of Churches*. This clause shall survive the expiration of your time with the CCC.

10. SUPPORTING POLICIES

- Canadian Code for Volunteer Involvement (Volunteer Canada, 2012)
- The Ontario Human Rights Commission considers volunteers to be covered under section 5 of the Human Rights Code.

11. WORKING CONDITIONS

WHERE/WHAT'S PROVIDED: Either Canadian Council of Churches office (47 Queen's Park Crescent East, Toronto) or virtually. Access to desktop computer provided at the office during your shift.

PHYSICAL PROVISIONS: The Canadian Council of Churches office is not accessible via elevator or ramp.

12. BENEFITS

- Working with a great team of people to help others
- Personalized training, guidance and feedback from the Communications Officer
- Developed understanding of United Nations Refugee Agency (UNHCR) and Canadian policy
- Develop a connection to church and refugee community
- Experience will strengthen resumé; we are happy to provide reference letters
- Access to office equipment as required
- Flexible schedule
- Can be done virtually

13. AGREEMENT/APPROVAL

Date _____

Volunteer's Signature _____

Supervisor's Signature _____