

## **Volunteer Position Job Description**

**Position Title:** Marketing and Communication Committee (MAC) Member(s)

**Work Location:** SWESA office and home of one committee member in south west Edmonton.

**Purpose of the Position:** Work with committee members to develop strategies and resources that promote awareness of SWESA's programs and progress.

**Responsibilities and duties:**

- Attend monthly committee meetings.
- Take responsibility for investigating (e.g., getting cost estimates), researching (e.g., finding out what other seniors centres do) or developing (e.g., drafting a letter) items on the agenda.
- Provide your perspective on communication to SWESA members.

**Reports to:** MAC Chair, Ellen Frombach

**Qualifications:** Understanding of SWESA, interest in communications and basic computer skills (e.g., able to read and create word documents on email). Any background in the following would be wonderful but is not necessary: newsletters, websites, writing, social media approaches.

**Commitment:** Approximately 3 hours/month for meetings and some additional time working on an area of responsibility.

**Training:** An orientation to SWESA and the MAC Committee will be provided and, at all times, you will be working with the MAC team.