

## **Volunteer Position Job Description**

**Position Title:** Information Gatherer-Cultural

**Work Location:** Your home or SWESA's office at Yellowbird East Community Hall

**Purpose of the Position:** Develop a list of the cultural organizations and compile existing demographic information to assist the SWESA Board in the multi-cultural planning.

**Responsibilities and duties:**

- Using the internet and any other sources, seek out the names of cultural organizations in southwest Edmonton.
- Develop a list of these organizations with contact info and a short description of the activities.
- Retrieve and attach any cultural demographic information from City of Edmonton representatives who sit on the SWESA Board.
- Provide this to the Marketing and Communication MAC Committee

**Reports to:** Chair, Marketing and Communication Committee or designate.

**Qualifications:** Basic knowledge of computers (using internet, working in WORD to develop the list), organized, interest in SWESA.

**Commitment:** This is a project position so the time commitment per week is up to the volunteer. Ideally, SWESA would like this completed within 3 months from start.

**Training:** An orientation to SWESA, the MAC Committee and the work to date on this project - will be provided. You will be able to contact the MAC Chair or designate at any time for questions and support.