



Volunteer Role

Content Manager/ Writer

The Etobicoke Humane Society (EHS) is looking for a Volunteer, Content Manager/ Writer..

The Etobicoke Humane Society is a not-for-profit run 100% by volunteers. This is an essential role to EHS to help secure funds to support the shelter, our initiatives and overall taking care of the dogs and cats that come into our care until we find them their forever homes.

The Content Manager/ Writer is the lead content creator for external communications including, but not limited to: brochures, emails, website and the PawPrint newsletter sent out quarterly. This individual will be self-motivated, excels at writing & editing, enjoys proof reading, and knows how to communicate with animal lovers. The incumbent will continue to bring to life the EHS voice, and will work closely with the broader marketing team.

The individual will possess superior writing ability that is engaging and friendly, as well as excellent project management and time management skills. The candidate must be highly organized, collaborative, and proactive, with the ability to effectively use independent judgment..

The time commitment for this volunteer position will vary from week to week, with an average of 3-5 hours/week. More hours will be required based on specific projects that will be agreed to in advance with a specific timeline.

Primary Duties and Responsibilities

- Writing, editing and proofreading
- Developing compelling content for emails, newsletters, brochures and more
- Reviewing website content and managing updates
- Responsible for PawPrint quarterly newsletter
- Sourcing content ideas
- Participating in select meetings, on-site at the shelter
- Performing other related duties as assigned.



Qualifications

- College diploma/ University degree or relevant work experience
- Communications and research background
- Superior written and verbal communication skills
- Strong research experience
- Team player with excellent judgement and interpersonal skills
- Ability to meet deadlines
- Strong work ethic, time management, organization and prioritization skills

Please visit us at: www.etobicokehumanesociety.com

Please send your resume and cover letter to:

director.rev.pr@etobicokehumanesociety.com