



R A I N B O W  
**FOUNDATION OF HOPE**

## Digital Media Coordinator

### Responsibilities:

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- Works with the Social Media Committee and works with the Communications Committee.
- Search Engine Optimization is an asset.
- Staying up to date with the latest social media best practices and strategies.
- Graphics for campaigns.
- Use of Wordpress and Hootsuite is an asset.
- Proficiency in English required (French as a bonus).
- Content management of the website:
  - Updating the blog with new articles;
  - Updating the calendar with meeting dates; and
  - Keeping the grant recipients up to date.
- Content creation and general media skills.
- Can take direction from the board such as what to edit.

### Hours:

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The Foundation is looking for someone who can dedicate **2-3 hours a week** doing individual volunteer work and be able to attend team meetings with the Social Media Committee. These hours are flexible and are up to the individual's discretion.

### Benefits:

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- Opportunity to volunteer with a Canadian Registered Charity and a certified organization under the Society Act of British Columbia, meaning all donations are tax-deductible and approved under Canada Revenue Agency bylaws.
- Opportunity to grow current skill sets and learn new skills such as the opportunity to attend Board Meetings, volunteering in teams, understanding how charities and the not-for-profit sector work, and showcasing personal assignments that will benefit your marketability for future employers and yourself.
- Opportunity to volunteer with a grass-roots organization that is 100% run by volunteers.
- Opportunity to volunteer with, participate in and celebrate the LGBT+ community here in Vancouver and across Canada through our national partners while assisting refugees, newcomers, asylum seekers and sexual orientation, gender identity, and gender expression (SOGIE) migrants.
- Recommendation Letters are available to volunteers who show enthusiasm, passion, and initiative are highly encouraged.

**Support Offered:**

Rainbow Foundation of Hope is flexible and understanding of volunteers' hectic lifestyles that includes prioritizing school, work, and personal life. There are no repercussions if a volunteer is unable to complete assigned tasks. However, it is the responsibility of the volunteer to communicate this to the Foundation as soon as possible. The Foundation is looking for responsible volunteers who can time manage, delegate, and effectively communicate.

Volunteers are welcome to speak directly to the Director of Volunteers for any issues that might arise during their time at Rainbow Foundation of Hope.

**About Rainbow Foundation of Hope:**

Rainbow Foundation of Hope is a group of volunteers dedicated to offering a path to safety. We fund the efforts of caring and compassionate Canadians in a national network of civil society groups.

This movement is led by Vancouver-based Rainbow Refugee Society, founded in 2000 by Christine Morrissey.

We administer 100% of our donations from generous folks to registered charities supporting SOGIE migrants. Our model is simple, yet indispensable to the success of these efforts. Funds provide critical support for safe travel, successful arrival, and eventual resettlement into Canadian society.

Worldwide, it has made a significant difference in the lives of LGBT+ asylum seekers, refugees, and newcomers to Canada.

**How to Apply:**

All volunteers must apply via our website at [foundationofhope.net/volunteering](http://foundationofhope.net/volunteering). The Director of Volunteers reviews all applications.

The Rainbow Foundation of Hope is open to anyone who feels inspired by our mission. All are encouraged to apply regardless of the positions available. The Foundation welcomes all volunteers from various levels of experience.

