

## Job Description: Communications Liaison, Volunteers and Mentorship

**Title:** Communications Liaison, Volunteers and Mentorship

**Portfolio:** Volunteers and Mentorship

**Location:** Greater Toronto Area / Remote

**Terms:** September 2024 - July 2025

**Hours:** Estimated 4-10 hours per month

**Salary:** This is a volunteer position

### About the Role

The Volunteers and Mentorship portfolio is looking for an eager communications officer to support the VP of Volunteers and Mentorship.

In this role, you'll be a main communications liaison connecting the GTA's brightest communicators with exciting volunteer opportunities, as well as mentors and mentees.

This is a great opportunity for students and entry level communicators to meet key influencers in the industry and gain business communications skills.

### Responsibilities

- Develop content to attract new volunteers and mentors
- Assist in vetting and responding to volunteer requests
- Help maintain contact lists
- Contribute to the development of volunteer/mentorship program processes
- Keep internal collaborators informed of projects and progress and identify when extra support is needed

### Top Reasons to Apply

1. Build your personal network of communicators who could be potential volunteers and mentors
2. Strengthen and hone your content development skills
3. Network and collaborate with an incredible team of industry professionals

### Requirements

- Must have an active IABC Toronto membership

### About Us

IABC Toronto is the world's largest IABC chapter. IABC is recognized as the professional association of choice for communicators and is committed towards establishing and supporting the highest professional standards of quality and innovation in organizational communication.

### Apply in two easy steps

1. Fill out our [volunteer application](#) found here

2. Send an email to [toronto-volunteers@iabc.to](mailto:toronto-volunteers@iabc.to) indicating what position you're interested in