



# Blog Writer

## *Job Description*

**Position:** Volunteer

**Program Area:** General

**Time Commitment:** 1 year term, 4 hours/month

**Location:** Victoria West Community Centre, 521 Craigflower rd

**Background:**

The Victoria West Community Association (VWCA) is a not for profit community group that promotes the interests of residents of the Victoria West neighborhood. This is accomplished mainly through the many hours of volunteer work by its membership, the community, and funding support from the city of Victoria.

**Authority/Responsibility:**

- Blog writers are accountable to the Board through the communications committee chair.

**Purpose of Position:** Provide input and feedback on current community issues.

**Requirements:**

- Commitment to the work of the Victoria West Community association.
- A minimum time commitment of 4 hours per month
- Awareness of potential conflict of interest between personal and association business.
- Willingness to keep confidential issues that the board deems sensitive.
- Background/Passion in communications, marketing, graphic design, web design and development or any other related fields.

**Position Responsibilities:**

Interested in learning more about Community and love to write? This position is perfect for you! We're looking for one or two blog writers to help create content for our website and social media accounts. Working with our communications committee, blog writers will write about topics relevant to Vic West. Topics might include fun things to do in the community, walking trails, resident bios, etc. There's lots of room for creative freedom.

**Criminal Record Check Required:** No

**Staff Contact:** Julie Bull – Volunteer Coordinator