



Membership and Communications Liaison Equal Voice

Equal Voice seeks a full time individual for a six month period to assume the role of membership and communications liaison with Equal Voice. The funding for this position is courtesy of the YWCA Eco-Intern program. Eligible individuals must be age 30 or under. The position is based in Ottawa, Ontario.

As a liaison, this person will provide critical operational support to Equal Voice in the areas of membership management and outreach as well as website maintenance.

Specifically, tasks include: 1/ data base management; 2/membership relations (i.e. communicating with members about the value of membership, how to become a member and membership renewal); and 3/ communications support. EV maintains an ambitious website which is updated weekly. The intern will be responsible for some website uploading and news surveillance/monitoring.

Qualified candidates will ideally possess an under-graduate degree in the liberal arts or sciences with experience (paid or unpaid) with a not-for-profit organization, university club, student newspaper, etc. Applicants must demonstrate strong reading and writing skills along with the capacity to communicate with EV's members in a dynamic, warm and focused manner, both in person and via the phone and internet. Bilingualism (in French and English) is highly valued.

Additionally, the individual must possess strong record-keeping abilities and demonstrate good familiarity with Microsoft Excel and related data base software.

This individual must be comfortable with internet-based fora, particularly websites, and have an appreciation for visual presentation (i.e. design) and substantive content. While previous experience with website uploading is not required, an enthusiasm for learning and careful attention to detail is a must.

Finally, the person must possess the capacity for diplomacy and a commitment to fostering a sense of collegiality throughout the EV network.

Though this position will be closely supervised, Equal Voice seeks someone who is independently minded and demonstrates initiative. New ideas and ways of doing things are welcome.

To apply: email info@equalvoice.ca using the subject line 'Application for Membership and Communications Liaison' by **Monday, January 11th at 2 p.m. ET.**

Equal Voice thanks individuals in advance for their interest. Only those individuals selected for an interview will be contacted.