



Volunteer Position: Public Awareness / Media Coordinator, Part-time Volunteer
Location: ON – Durham Region

The Public Awareness Coordinator is a member of the Chapter Leadership Council and reports to the President, Autism Ontario – Durham Region. The successful candidate will have proven ability to develop, manage and execute public awareness campaigns and generate coverage in the press. He/she will have the ability to communicate creatively and effectively about Autism Ontario – Durham Region to promote events and increase community awareness to the mission and purpose of the chapter.

Essential Functions:

- Identify, develop and execute strategic media plans in accordance with the goals and priorities of Autism Ontario – Durham Region.
- Develop and leverage relationships with media contacts.
- Maintain the chapter's database of media contacts.
- Draft and edit news releases and promotional material using best practices.
- Work in a team environment to effectively represent Autism Ontario – Durham Region and its mission in the community.
- Attend monthly chapter leadership council meetings at various locations around Durham Region.
- Must be accessible by email to address issues between monthly meetings.
- Some event participation required.

Qualifications:

- Post-secondary degree in communications, public/media relations or journalism or equivalent experience.
- Ability to plan and manage media opportunities.
- Excellent people skills.
- High degree of initiative required and must be able to work independently.
- Outstanding written, oral, and presentation skills.
- Project-oriented with excellent time-management skills.
- Strong creative, critical-thinking, and problem-solving skills.
- Must be familiar with the mission and purpose of Autism Ontario – Durham Region.
- Willingness to develop knowledge of autism is necessary.
- Excellent computer skills required.

**If you are interested in this volunteer position,
please contact our Volunteer Coordinator:**

autismdurham.volunteer@Gmail.com

We thank all applicants for their submissions. We will attempt to match all potential volunteers to meaningful and rewarding roles that are best suited to them.