



VOLUNTEER OPPORTUNITY  
**Communications Coordinator**

ElderDog Canada is a 100% volunteer-run, national charity dedicated to ageing people and ageing dogs. Because of the uniqueness and complexity of ElderDog's mandate and commitment to "help keep love in the home", it is vitally important to raise awareness of ElderDog across sectors and through a variety of channels.

**Responsibilities (mentoring and ongoing support provided)**

As Communications Coordinator you would:

- 🐾 understand and follow the National Communication and Social Media Guidelines
- 🐾 maintain Pawd social media (Facebook and Instagram)
- 🐾 share posts from National Office and relevant posts from other Pawds, especially related to Rehoming
- 🐾 create and develop Pawd newsletter (if applicable)
- 🐾 foster relationships with new and existing community partners
- 🐾 promote ElderDog through communications and media relation opportunities
- 🐾 work closely with Education and Outreach Coordinator and Pawd Leader to ensure Pawd activities and events are promoted within and outside the Pawd
- 🐾 liaise with National Communications and Social Media Coordinators
- 🐾 participate in Pawd executive meetings
- 🐾 participate in meetings with Communications Coordinators from other Pawds

**Requirements:**

- 🐾 facility with social media platforms Facebook and Instagram
- 🐾 knowledge of or willingness to learn basic graphic design skills (in Canva)
- 🐾 experience building relationships with community partners
- 🐾 strong interpersonal and written communications skills

For more information, contact [info@elderdog.ca](mailto:info@elderdog.ca).

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