

Volunteer Title: Communications Volunteer

Date Prepared: July 2024

Position Overview:

TLC The Land Conservancy of British Columbia is a charitable, membership-based land trust working to protect British Columbia's biological diversity. We are currently seeking a Communications Volunteer to assist TLC's communication and fundraising team to implement the organization's comprehensive communication strategies. The primary role of the Communications Volunteer will be to prepare mailings to land trust supporters. They will offer administrative support including records management, word processing, printing, and mail preparation.

Desired skills

- Strong organization and time management skills
- Proficiency in Microsoft Office (e.g., Word, Excel)
- Understanding of database software for donor record keeping (i.e., DonorPerfect)
- Experience working/volunteering in an office environment
- Comfort working with printer, computer, and cutting hardware

Duties and responsibilities:

- Assisting in the creation and fulfillment of production schedules
- Maintaining supplies inventory in advance of production
- Pulling mailing information from TLC's database
- Sorting and organizing mailing information based on address and mailing preferences
- Merging mailing information with Microsoft Word documents
- Merging mailing information with label templates
- Final review of documents in preparation for printing
- Printing large batch labels, letters, and newsletters
- Scoring/cutting materials for mailouts
- Working with other volunteers to fold, stuff, and seal envelopes for mailing
- Prepare mailings for Canada Post
- Working with staff and volunteers to ensure publication timelines are met
- Maintaining database records and files as necessary to fulfill the duties of the position

Time Commitment:

Given the seasonal nature of TLC's mailings, availability February through April and August through October is necessary. Hours are flexible within Monday through Friday, 9 a.m. to 5 p.m. Approximately 16 hours total anticipated per month.

Interested candidates should email their resume and cover letter with "Communications Volunteer" in the subject line to admin@conservancy.bc.ca. We thank all applicants however only those shortlisted will be contacted.