

**Victoria's Quilts Canada (VQC)
Position Description**

Position Title: Administrative Assistant - Communications

Length of Appointment: 2 years (renewable)

Goals of Position: To assist the Communications Coordinator in preparing articles, reports, policies, procedures, etc. for Victoria's Quilt Canada and provide support in other communications-related activities.

Outline of Responsibilities:

- Prepare, receive and/or edit articles from Directors or other VQC members (e.g. Branch Coordinators) for review and approval by the Communication Coordinator
- Liaise with the Board of Directors and other members of VQC to gather information, carry out research and prepare draft text for articles and web pages, as directed by the Communications Coordinator
- Assist in the design and preparation of communications materials such as leaflets, brochures, posters, display materials, etc.
- Assist in proofreading VQC communications materials before publication
- Perform other related duties

Skills, Experience, Qualifications Required:

- Effective writing skills in English
- Good oral communication skills
- Experience in using the internet, e-mail, Microsoft Word
- Excellent proofreading skills

Personal Traits and Qualities Needed/desired:

- Able to maintain confidentiality
- Conscientious
- Reliable

Level of Effort:

- Up to 10 hours monthly

Orientation and Training Available:

- On-the-job training

Support, Supervision and Evaluation:

- Provided by the Communications Coordinator

Screening Measures:

- Resume
- Interview
- Reference check
- Police records check