



**Dignity  
Seniors  
Society**

## **Communications Working Committee Member Position Description**

**Position Title:** Dignity Seniors Society Communications Working Committee Member

**Length of Term:** 1 year (renewable)

**Approximate Hours/Month:** 4-8

**Reports To:** Communications and PR Consultant/ Communications Working Committee Chair

### **Position Description:**

- Participates in long and short-range planning that strengthens and further develops the DSS Communications strategy
- Assists in developing policy and procedure for handling media inquiries
- Assist in developing communications and promotion of DSS projects that includes events, social media and website content, press releases etc. with a focus on engaging 'hard to reach' seniors
- Evaluates the Committee structure and overall performance in achieving its objectives to ensure effective management
- Builds relationships with 2SLGTBQI+/Seniors service providers, community groups
- Supports Board and working committee members to be successful in their roles

### **Responsibilities:**

- Participate in Volunteer on-boarding to become familiar with Dignity Seniors Society's programs, policies and operations
- Attend monthly Committee meetings and other appropriate meetings when necessary
- Collaborate with Committee Members on proposed projects, initiatives and messaging
- Provide on-going evaluation of the Committee structure and performance
- Understand and promote Dignity Seniors Society's mission and values
- Participate in special events relevant to the Committee as needed
- Adhere to the Volunteer code of conduct guidelines and policies
- Participate in annual strategic planning and general meetings if able

Previous work or lived experience with/as 2SLGTBQI+ Seniors, and an understanding of non-profit communications, social media and website development is considered an asset

All applications are encouraged and accommodations that mitigate any of the preferred skills and experience are available for applicants who request them

For more information please email: [volunteer@dignityseniors.org](mailto:volunteer@dignityseniors.org)