



## **Meagan's Walk Volunteer Opportunity**

**Position: Communications Specialist, Speech and Copy Writer**

**Meagan's Walk: Creating a Circle of Hope** is a community based and volunteer driven organization committed to:

- sharing a message of hope
- increasing public awareness about brain tumours and the devastating effects they have on children and their families
- raising funds for research into paediatric brain tumours.

Since its inception in 2002 Meagan's Walk has raised more than \$5.4 million for ground-breaking research and is having global impact on the care of and outcomes for young brain tumour patients around the world.

Volunteers are crucial to the success of Meagan's Walk and its daily operations.

The **Communications Specialist, Speech and Copy Writer** will be a member of the **Communications Team** and will be responsible for increasing awareness about Meagan's Walk, its mission, goals and accomplishments through the preparation of high quality written material.

- Responsibilities:
  - Complete research to prepare required materials.
  - Produce engaging and compelling speaking notes for the Founder and other organization members.
  - Create content for reports and other written material requirements.
  - Prepare content in response to information/messaging requests from external parties.
  - Create and maintain systems for the retention of written material produced to facilitate efficient response to information, speaking and other material requests.
  - Provide Communications Lead with progress updates on assignments.
  - Attend and actively participate in Communication Team meetings and other meeting forums as required.
- Qualifications:
  - Education in Communications, Journalism, or other related discipline
  - Writing/communications/copywriting experience

**MEAGAN'S WALK: CREATING A CIRCLE OF HOPE**  
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416.239.7843 · [meaganswalk.com](http://meaganswalk.com)

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- Exceptional written communication skills with the ability to produce compelling material aligned to the organization's mission and values
- Excellent research skills
- Excellent organization skills
- Ability to meet timelines and commitments
- Collaborative working style
- Proficient with the Microsoft suite of software, i.e. Word, Excel, PowerPoint, Outlook.
- Working knowledge of applicable software programs, i.e. Adobe Photoshop, Adobe Illustrator, Publisher, etc.
- Reports to:
  - Communications Lead
- Time commitment:
  - 3 – 5 hours per week
- Location:
  - Meagan's Walk Office and Remote

Apply by sending your resume to [volunteers@meaganswalk.com](mailto:volunteers@meaganswalk.com). Please include **Communications Specialist, Speech and Copy Writer** in the subject line of your email.

We thank all interested applicants. Please be advised that only those selected for interview will be contacted.