



# *after* BREAST CANCER

Charity #849225040 RR0001

**Position:** Newsletter Editor and Writer Volunteer  
**Time Commitment:** Flexible schedule with ability to work remotely as needed  
**Location:** 1292 St. Clair Avenue West, Toronto, ON M6E 1C1

## **Position Summary:**

After BREAST CANCER is looking for a Newsletter Editor and Writer to put together and publish a monthly newsletter.

## **Tasks and Responsibilities:**

- Work with Committee lead to determine content for our newsletters and create a calendar for newsletter workflow.
- Suggest stories and generate headline ideas in alignment with the targeted audience's preferences.
- Write and edit individual artifacts reports, articles, newsletters, and magazines.
- Design newsletter layout.
- Follow after BREAST CANCER policies and procedures.
- Meet email blast deadlines.
- Ensure accuracy of written information.
- Review content of work

## **Qualifications:**

- Education in English, Journalism, Business Administration, or equivalent field of study
- Excellent writing skills, with natural ability to write simply in a conversational style
- Eye for detail in proofreading and text and graphics layout
- Ability to work independently as well as part of a team
- Work well in a fast-paced time sensitive environment
- Passion for making a difference and helping other

**Start Date:** Immediately

**Remuneration:** Transportation costs to and from (public transit only)

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**Term:** Volunteers MUST work minimum 10 hours a week or more for 5 months consecutively

**Remuneration:** TTC costs to and from the office reimbursed



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## What's In It for You? Benefits and Opportunities:

### Connections/Networking:

- Expand your professional and personal network

### Growth/Development:

- Enhance core competencies: engagement strategy, content, data and automation (may include)
  - Writing skills
  - Interpersonal skills
  - Planning and organizational skills
  - Communication skills
  - Business acumen
- Gain expertise working within a non-profit organization
- A great place to gain valuable work experience for placement / transitional opportunities while contributing to **after** BREAST CANCER's vision of creating a future to make a difference one woman/one survivor at a time.

## About **after** BREAST CANCER:

### Our Vision

Our Vision Is To Make A Difference...**ONE Woman / ONE Graduate At A Time**

### Our Mission Statement

**after** BREAST CANCER is a Canadian Charity incorporated with the following objectives:

- To provide resources that contribute to a woman's Quality of Life (QOL) after breast cancer.
- To provide women with limited financial resources and NO insurance with mastectomy bras, mastectomy camisoles and breast prostheses at **no cost** to them after breast removal surgery (mastectomy or lumpectomy).
- To identify underserved areas in breast cancer survivorship that lack resources and provide evidence based information that can facilitate informed decision making on issues related to breast cancer survivorship.

## Ready to Join the Team?

We encourage all interested individuals to submit a cover letter supporting how your qualifications make you the ideal candidate for this volunteer intern position.

**Application Process:** Please quote: **Newsletter Editor and Writer Volunteer** on the subject line, complete our application form and attach your cover letter and resume (or link to your LinkedIn profile) attention: Human Resources Director at: [hr@afterbreastcancer.ca](mailto:hr@afterbreastcancer.ca).

*We thank all those applicants that may apply. For more information about our organization and our cause, please visit our website at: <http://afterbreastcancer.ca/>*