



after BREAST CANCER

Charity #849225040 RR0001

Position: PR Coordinator Volunteer
Time Commitment: Flexible schedule with ability to work remotely as needed
Location: 1292 St. Clair Avenue West, Toronto, ON M6E 1C1

Position Summary:

The PR Coordinator Intern helps us create the continuous buzz around after BREAST CANCER's mandate. You will become an integral part of our communications and PR team. If you are a self-starter looking for hands-on PR experience within the not-for-profit space, this is the perfect role for you. We are looking for a vibrant individual with strong organizational skills to assist the team in public relations, content development, social media and administrative duties. You must be a strong writer – examples from a written portfolio would be desirable – and your resume should demonstrate a vested interest in a career in Communications.

Tasks and Responsibilities:

- Compile top weekly media hits and press clippings
- Ongoing internal communications with various departments
- Track, monitor, and organize ABC press clippings
- Document and compile post mortem reports on campaigns
- Other duties as required

Qualifications:

- Must be proficient in Microsoft Office (Word/Excel/Powerpoint)
- Strong knowledge of social media platforms (Twitter, Facebook, Instagram, Pinterest, Snapchat and LinkedIn etc.)
- Experience writing press releases and online email newsletters
- Experience using social media on a daily basis on behalf of a business, club or non-profit organization
- Demonstrated ability to successfully manage multiple projects and deadlines, completing projects on time with professionalism
- Ability to perform to a high level independently as well as with a team
- Interest in a PR career
- Strong communication skills, organized, pro-active, detail-oriented
- PR background in education or equivalent work experience
- Able to work independently and in teams
- Ability to multi-task
- Thrives in a fast paced environment
- Interest in not-for-profit and media
- Can work autonomously

Start Date: Immediately

Term: Volunteers MUST work minimum 10 hours a week or more for 3 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)
 - Website and Social Media
 - 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: **PR Coordinator 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.

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/>