



**Canadian Hemophilia Society,
Manitoba Chapter**

944 Portage Avenue
Winnipeg, Manitoba
R3G 0R1

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Volunteer Opportunity Title: Administrative Assistant Communications Committee

Organizational Impact:

Assist in the development and promotion of the communications strategies directed to Chapter members and the public in keeping with the Chapter's strategic plan on all matters that impact those living with inherited bleeding disorders.

Position Summary:

Provides secretarial support to the communication committee. Maintains media contact list, assists in preparing media release statements, research new contacts for media and presents to committee, assists in monitoring time lines and bringing items and tasks forward for the chair and Executive Director to action.

Responsibilities and Duties:

- Maintains media lists
- Researches new media contacts, brings information forward to the committee, adds to contact list
- Assists chair and Executive Director in monitoring time lines

Preferred Skills / qualifications / experience: Typing skills, organizational skills, ability to work in a group but also take initiative in maintaining database, and adding new contacts.

Skills Gained: Administrative Assistant experience

Training / Support: The committee and Executive Director will provide guidance as required.

Additional Checks: N/A

Time Commitment: Approximately 1-2 hours monthly

Start / End Dates: Open – meetings are currently held in the early weekday evenings (6–7 pm), 6 – 8 times a year or as required.

Start / End Time: Open

Number of Positions: 1 - 2

Opportunity Location: Meetings at the office and work from home via internet and email

How to Apply: Fill out the volunteer application and send with a cover letter to the Executive Director

Contact Name: Christine Keilback

Title/Role in Program: Executive Director

Address: 944 Portage Ave, Winnipeg, MB R3G 0R1

Tel: 204 -775-8625

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