



**Canadian Hemophilia Society,
Manitoba Chapter**

944 Portage Avenue
Winnipeg, Manitoba
R3G 0R1

Telephone: 204.775.8625 or toll-free 866.775.8625
Fax: 204.774.9403 Email: chsmb@hemophilia.mb.ca

Volunteer Opportunity Title: Writer (for stories, events, newsletter etc) – Communications Committee

Organizational Impact:

Assist in the development and promotion of the communication 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:

Create a document(s) that can be used for communication purposes within the bleeding disorders community and beyond

Responsibilities and Duties:

- Draft a variety of documents such as media releases, background information, special interest stories, and special events promotion, that upholds the mission and vision of the Chapter

Preferred Skills / qualifications / experience: Experience with writing an asset but not required. Persons with an interest in developing writing skills are welcome.

Skills Gained: Writing experience and communications skills.

Training / Support: Existing committee membership, Board and Executive Director to provide support and guidance in all activities related to the work of the committee.

Additional Checks: N/A

Time Commitment: Episodic

Start / End Dates: Open

Start / End Time:

Number of Positions: Multiple

Opportunity Location: Can work from home via internet and email. May be invited to attend meetings and events.

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:

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

Tel: 204-775-8625

Cellular:

E-mail: chsmbcomcommittee@mts.net