



Volunteer Position

Digital Media Volunteer Assistant

The Digital Media Volunteer Assistant will help promote Friends of the Brockville Public Library activities and events by helping create and schedule visual communications for our library website and social media platforms.

Time required: 4 - 6 hours a month

Schedule: flexible

Responsibilities:

- Create social media content that promotes engagement, Friends activities and events, as well as directs traffic to the library and the library website
- produce and create content using original images or photographs of Friends of the Library activities and events for digital content library
- work with the Friends of the Library to develop advertising and marketing content and strategies

Qualifications:

- strong editorial skills
- experience with social media and web content creation
- social media expert
- experience using canva
- interest in non-profit advertising and marketing

Volunteer training is provided and all new volunteers with the Library will be required to complete Accessibility for Ontarians with Disabilities (AODA) and Integrated Accessibility Standard Regulations (IASR) training as well as a training and general orientation session.

If you are interested in contributing to the community helping tell our library's stories, fill out a [volunteer application](#) or can contact our volunteer coordinator:

Brandy Smith
Community Engagement Coordinator
brandy@brockvillelibrary.ca
613-342-3936 x. 6432