

**Volunteer Opportunity:
Facebook Coordinator**

Purpose of Position	Create and maintain a CPAWS Calgary-Banff Facebook Group
Duties & Responsibilities	<p>The successful applicant will:</p> <ul style="list-style-type: none"> - Work with the Outreach Manager to create a CPAWS Calgary-Banff group on Facebook - Invite interested individuals to join the group - Create events for the group (eg. chapter meetings) and Invite group members - Regularly post news/discussion items related to CPAWS, or general conservation/wilderness issues, especially in Southern Alberta. - Otherwise maintain the group as discussed with the Outreach Manager -
Time Requirements	Approximately 1- 1.5 hours/week Expected commitment: minimum 6 months.
Skills & Other Requirements	<p>The successful applicant should be;</p> <ul style="list-style-type: none"> - Familiar with Facebook - Able to work independently and in a very timely manner to keep the group active, post news quickly and meet deadlines. - Can write online in a professional manner. - Passionate about conservation issues.
Orientation & Training	General volunteer orientation. Additional guidance relating to the Facebook group and responsibilities will be ongoing.
Staff Contact	The successful applicant will work with most directly with the Outreach Manager. In addition the successful applicant should speak on the phone or meet monthly with the Outreach Manager to discuss progress and provide mutual feedback on the position and agreed upon tasks.
Benefits to Volunteer	This volunteer will be able to help Canadian wilderness and wildlife in a fun and unique way. The volunteer will be an important connection with dozens of CPAWS supporters. The volunteer may work on their own time from home/University – there is no need to visit the CPAWS office.
To apply	Please send a completed CPAWS volunteer application to the Outreach Manager. Successful applicants will be contacted for an interview. A resume may be requested.