

Volunteers wanted!

The CSBC is looking to fill two volunteer positions, starting immediately:

CSBC newsletter editor

Duties: You will work with other members of the Communications Committee and other project leaders to plan and execute the content of the CSBC's online newsletters (4 issues a year plus 2 short "News Splashes"); solicit point form (or complete) input from project leaders; ask the CSBC's volunteer writer to polish content, or do it yourself if required; get the content translated, by a volunteer or contracted translator; send the content to the compiler to be placed into newsletter format; proofread (or arrange proofreading) of final editions and return to compiler to distribute the newsletter; bask in accolades from appreciative readers.

Work location and methods: Your home or office, using your computer with emails and Word software, phone calls if required, flexible hours (approximately 10 hours a month, but varies with production cycle); attending communication focused meetings in person or by telephone. We're looking for a commitment of 1 year.

Your qualifications: project management skills, well organized, good interpersonal communications skills, teamwork, good writing skills in English, ability to proofread in both English and French would be an asset, ability to work under pressure if required. Interest and experience in boating a plus, but not essential.

What's in it for you? Interesting work in the field of communications with dynamic volunteers and the satisfaction of knowing you'll be making a difference in strengthening the boating safety community in Canada, and ultimately, to saving lives on the water. Gaining experience in the world of communications and marketing; working with professional communications experts. For more information and to see examples of our newsletter visit our web site CSBC.CA

Chair of CSBC Communications Committee

Duties: You will lead a small team of volunteer members of the Communications Committee to plan, coordinate and deliver communications activities across the CSBC organization, and to provide communications advice and support to other Committee Chairs in promotion and reporting activities related to major national events (Canadian Safe Boating Awards, annual Symposium, Membership, volunteer recognition, National Safe Boating Week), and to the CSBC Executive. In addition, there are specific responsibilities to provide updated content for the CSBC website to the webmaster for posting, and to coordinate translation of CSBC public communications material. You will manage an annual budget of approximately \$6,000, mostly for translation.

Context: The CSBC manages its communications activities in a distributed way, with specific leaders responsible for public education/boating safety promotion, media

relations, newsletter editing and production, and website management. In addition, leaders of specific program areas such as the Safe Boating Awards, symposium, membership and volunteer recognition are responsible for promotion, reporting and disseminating information on their programs. These activities have to be done in a coordinated way, that meets the CSBC's strategic priorities, and it is the responsibility of the Chief of the Communications Committee to make this happen.

Work location and methods: Your home or office, using your computer with emails and Word software, phone calls as required. Flexible hours (approximately 10 – 15 hours a month, but could expand depending on your level of interest). You will chair monthly meetings of the Communications Committee, held in person in Ottawa or by conference call or Skype. From time to time you may be invited to participate by conference call in meetings of the CSBC Executive Committee. You may also be invited to attend meetings of the CSBC Board of Directors in person; each meeting is 1 day, 3 meetings a year. 2 of these meetings are held in Toronto, the other in conjunction with the annual symposium at different locations in Canada, the next one being in Ottawa in September 2014. Travel and accommodation costs, by most economical means, would be provided for attendance at these meetings.

We're looking for a commitment of 1 year.

Note: There is a possibility of your being considered for appointment to the CSBC Board of Directors, with additional responsibilities, in May 2015. Membership in the CSBC would be a requirement to become a Director.

Your qualifications: work experience in the public communications field, ability to manage a budget, well organized, excellent interpersonal communications skills, teamwork, initiative, good writing skills in English, ability to proofread in both English and French, ability to work under pressure if required. Good writing skills in French a plus. Educational qualifications in communications would be a plus. Interest and experience in boating a plus, but not essential

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How to apply

Send an email to secretary@CSBC.CA stating which position you are interested in, outlining how you meet the qualifications, and with the name and phone number/s of 1 or 2 references that are familiar with your work.