VOLUNTEER NEWSLETTER AND SOCIAL MEDIA COORDINATOR

Reviewed Aug 5, 2026

Location: Victoria, BC / Hybrid

Time commitment: Approximately 5–7 hours per week, with some variation during newsletter production

Preferred commitment: Minimum six months

Reports to: Executive Director or designated VIRCS staff member

About VIRCS

The Victoria Immigrant and Refugee Centre Society (VIRCS) supports newcomers, immigrants, refugees, and diverse communities through settlement, employment, language, youth, family, community-building, and other responsive programs.

Position Overview

The Volunteer Newsletter and Social Media Coordinator will help VIRCS share its programs, community impact, events, opportunities, and partnerships through a monthly electronic newsletter and weekly social media highlights.

Working with VIRCS staff and program managers, the volunteer will gather information, prepare clear and engaging content, and organize an editorial calendar. All external content will follow VIRCS approval, privacy, consent, accessibility, and branding requirements.

Key Responsibilities

- Develop and maintain a monthly newsletter and weekly social media content calendar.
- Request and gather updates, events, photographs, achievements, and announcements from VIRCS programs.
- Draft, edit, and format VIRCS's monthly electronic newsletter.
- Prepare weekly communication highlights for approved social media platforms.
- Adapt information into clear, concise, welcoming, and audience-appropriate language.
- Create simple visual materials using approved VIRCS templates and tools.
- Ensure dates, names, links, program details, and acknowledgements are accurate.
- Follow funder-recognition and partner-acknowledgement requirements provided by staff.
- Confirm that appropriate consent or photo-release documentation exists before using identifiable client or participant information.
- Use accessible communication practices, including readable formatting, plain language, captions, and alternative text where applicable.
- Submit draft materials for staff review and approval before publication.
- Maintain organized files and an archive of newsletters, posts, photographs, approvals, and source information.

- Review basic engagement information and suggest ways to improve the reach and clarity of VIRCS communications.

Qualifications and Attributes

- Strong English writing, editing, and proofreading skills.
- Ability to turn program information into concise, human-centred stories and updates.
- Good judgment regarding privacy, consent, accuracy, and respectful representation.
- Organized, dependable, and able to meet recurring deadlines.
- Comfortable communicating with staff across multiple programs.
- Experience with email newsletter platforms, Canva, social media tools, or content calendars is an asset.
- Experience in communications, journalism, marketing, public relations, community services, or nonprofit work is an asset.
- Understanding of culturally responsive and inclusive communication is highly valued.
- Additional languages are welcome but not required.

Role Boundaries

The volunteer may prepare and schedule draft content but may not publish statements, respond to sensitive public comments, speak on behalf of VIRCS, or disclose client information without authorization. Political, legal, crisis-related, controversial, or reputationally sensitive communications must be referred to the Executive Director or designated staff member.

Screening and Requirements

- Volunteer application and interview.
- Writing or communications samples may be requested.
- References may be requested.
- Completion of VIRCS orientation, confidentiality, privacy, consent, branding, and social media requirements.
- A criminal record check may be required depending on access to client information.

What VIRCS Offers

- A meaningful opportunity to strengthen the visibility of programs serving newcomers and diverse communities.
- Practical experience in nonprofit communications, newsletters, storytelling, and social media planning.
- Access to approved content, templates, and staff guidance.
- Opportunities to build a portfolio using publicly released materials.
- A reference letter or confirmation of service upon successful completion of the agreed commitment.
- Recognition of the volunteer's contribution to VIRCS and the community.
- Subject to available funding and prior approval, VIRCS may reimburse reasonable out-of-pocket expenses incurred while carrying out assigned volunteer duties. Eligible expenses may include public transit, approved vehicle mileage, parking, or small program-related purchases.

How to Apply

Please fill out the form available at: https://www.vircs.bc.ca/volunteer-program or submit a brief expression of interest, résumé, and one or two relevant writing, newsletter, design, or social media samples to clientservice@vircs.bc.ca

Please also indicate your availability and the communication tools with which you are familiar.

Important: This is an unpaid volunteer position and does not constitute an offer or promise of employment, either now or in the future.