CYYE VOLUNTEER POSITION DESCRIPTIONS

Twitter Lead (1)

Responsibilities:

- Manage and maintain the organization's Twitter account
- Develop and share content on our organization's Twitter
- Utilize and monitor trends, current events, etc., to best maximize our reach on Twitter
- Regularly communicate with Social Media team members and share ideas about our social media presence

Requirements:

- Must have experience writing in professional and informal settings
- Must have intermediate research skills
- Must be able to analyze and engage with trends
- Must be able to monitor the news and current events
- Must be able to join the CYYE Slack group to maintain communication with the Social Media lead and team.

Benefits:

- Volunteer hours
- Networking with youth across Canada
- Opportunities for advancement in the organization within a 6-month period
- A fun, tight-knit and inclusive team environment
- Optional reference letter after 6 months-1 year

Instagram Reels Lead (2)

Responsibilities:

- Manage and maintain the organization's Instagram account
- Develop and share content on our organization's Instagram Reels
- Utilize and monitor trends, current events, etc., to best maximize our reach on Instagram Reels
- Regularly communicate with Social Media team members and share ideas about our social media presence

Requirements:

- Must have video creation and editing experience
- Must have experience writing in professional and informal settings
- Must have intermediate research skills
- Must be able to analyze and engage with trends
- Must be able to monitor the news and current events

- Must be able to join the CYYE Slack group to maintain communication with the Social Media lead and team.

Benefits:

- Volunteer hours
- Networking with youth across Canada
- Opportunities for advancement in the organization within a 6 month period
- A fun, tight-knit and inclusive team environment
- Optional reference letter after 6 months-1 year

Facebook Lead (1)

Responsibilities:

- Manage and maintain the organization's Facebook account
- Develop and share content on our organization's Facebook
- Utilize and monitor trends, current events, etc., to best maximize our reach on Facebook
- Regularly communicate with Social Media team members and share ideas about our social media presence

Requirements:

- Should have social media management experience
- Must have experience writing in professional and informal settings
- Must have intermediate research skills
- Must be able to analyze and engage with trends
- Must be able to monitor the news and current events
- Must be able to join the CYYE Slack group to maintain communication with the Social Media lead and team.

Benefits:

- Volunteer hours
- Networking with youth across Canada
- Opportunities for advancement in the organization within a 6 month period
- A fun, tight-knit and inclusive team environment
- Optional reference letter after 6 months-1 year

Secretary (1)

With this role, you will be managing internal communications while maintaining the Canadian Youth for Youth Empowerment brand. You will be answering emails and being the point of contact for those wishing to ask questions and contact our organization. You should have professional writing skills and be able to find solutions to various problems. You should have advanced writing skills, have intermediate research skills, and be comfortable interacting with others in a professional manner in an online setting.

Responsibilities:

- Manage and maintain the organization's internal communications
- Be the point of contact for all those wishing to ask questions and contact our organization
- Engage with individuals in a professional and friendly manner, while maintaining the 'Canadian Youth for Youth Empowerment brand'
- Regularly communicate with CYYE directors and members

Requirements:

- Must have advanced writing skills and be able to communicate in a professional manner
- Must have intermediate research skills
- Must be resourceful and have the ability to to problem solve
- Must be comfortable interacting with others in a professional manner in an online setting
- Must be able to join the CYYE Slack group to maintain communication with the CYYE directors.

Benefits:

- Volunteer hours
- Networking with youth across Canada
- Opportunities for advancement in the organization within a 6 month period
- A fun, tight-knit and inclusive team environment
- Optional reference letter after 6 months-1 year

Researcher (5)

With this role, you will be researching various forms of content to then be developed into social media posts, provided as resources for those experiencing a crisis, and more. You should have experience researching a wide variety of topics, evaluating sources, extrapolating information from a source, and maintaining a high level of integrity in an online environment.

Responsibilities:

- Research and provide information for a variety of topics
- Evaluate and analyze information from various sources
- Cite and extrapolate information from a source with
- Maintain a high level of integrity and attention-to-detail in an online setting
- Regularly communicate with Research team directors and members

Requirements:

- Must have experience researching
- Must be able to evaluate information and sources
- Must be able to extrapolate information from a source
- Must be able to meet deadlines

- Must be able to join the CYYE Slack group to maintain communication with the Research team and leads.

Benefits:

- Volunteer hours
- Networking with youth across Canada
- Opportunities for advancement in the organization within a 6 month period
- A fun, tight-knit and inclusive team environment
- Optional reference letter after 6 months-1 year

Editor + Writer (5)

With this role, you will be using provided research to write and edit social media posts and/or writing, researching and editing informative and action-oriented articles. You should have experience writing using a variety of tones and styles, extrapolating relevant information from research, researching and assessing sources for quality, editing various types of written content, critically analyzing and writing about a variety of topics, and be able to explain complex issues using clear and effective language to a variety of audiences from various backgrounds, age ranges, etc.

Responsibilities:

- Write and edit content for our social media or website on a variety of topics
- Research content for articles
- Regularly communicate with Editing and Writing team members and share ideas about our social media presence

Requirements:

- Must have advanced writing skills
- Must have experience researching and assessing sources for information
- Must be able to critically analyze and write about a variety of topics
- Must be able to explain topics using clear and effective language to a variety of audiences from various backgrounds, age ranges, etc.
- Must be able to edit a variety of content
- Must be able to join the CYYE Slack group to maintain communication with the Editing and Writing team.

Benefits:

- Volunteer hours
- Networking with youth across Canada
- Opportunities for advancement in the organization within a 6 month period
- A fun, tight-knit and inclusive team environment
- Optional reference letter after 6 months-1 year

Translators:

As a translator for CYYE you will translate content in both official languages. You should be fluent in speaking, writing and reading in both French and English in professional and casual settings. Additional assets would be the ability to translate in real time, and proficiency with Google Docs, Google Drive and Word.

Requirements:

- Be able to read, write and speak in both English and French at a high level
- Must have relative fluency in both official languages
- Must be able to communicate in both French and English in professional and casual settings
- Must have proficiency with Google Docs, Google Drive, and Microsoft Word

Responsibilities:

- Translate and edit a variety of content in both official languages (English and French)
- Regularly communicate with Translation leads and team members

Additional Assets:

- Ability to translate in real time

Benefits:

- Volunteer hours
- Networking with youth across Canada
- Opportunities for advancement in the organization within a 6 month period
- A fun, tight-knit and inclusive team environment
- Optional reference letter after 6 months-1 year

Website developer (1)

- Experience:
  - 6 months - 1 year coding and website development experience
  - Intermediate - Advanced level fluency in HTML and **one** of the following: CSS OR JavaScript
- Responsibilities:
  - Regularly maintain the organization's website
  - Code new sections of the website as applicable
  - Participate in Web Design Team meetings (once a week for 15 minutes)
- Requirements:
  - Must be able to join the CYYE Slack group to maintain communication with the Web Design team.
- Benefits:
  - Volunteer hours
  - Networking with youth across Canada
  - Opportunities for advancement in the organization within a 6-month period

        - A fun, tight-knit and inclusive team environment
        - Optional reference letter after 6 months-1 year

**Note that a portfolio is required for the application process

Lead Illustrator (1)

- Experience:
    - 6 months - 1 year digital drawing experience
- Responsibilities:
    - Create a variety of drawn content for social media
    - Create a variety of drawn content for the organization's website
    - Be creative and suggest possible designs for social media and the website
    - Participate in Graphic Design Team meetings (once a week for 15 minutes)
    - Maintain regular contact with the Graphic Design Director
- Requirements:
    - Must have access to some form of digital drawing software (ex: Procreate, Photoshop, GIMP, Inkscape, etc.)
    - Must be able to join the CYYE Slack group to maintain communication with the Graphic Design team.
- Benefits:
    - Volunteer hours
    - Networking with youth across Canada
    - Opportunities for advancement in the organization within a 6-month period
    - Access to Canva Pro
    - A fun, tight-knit and inclusive team environment
    - Optional reference letter after 6 months

**Note that a portfolio is required for the application process