



Volunteer Opportunity: True Vision Ghana Newsletter and Communications Coordinator

October 2013

True Vision Ghana (TVG) is a non-profit organization working to promote the realization of rights of underprivileged children impacted by HIV/AIDS. We hope to reduce the impact and stigma of HIV/AIDS in Ghana and to support those impacted by HIV/AIDS to live in dignity with equal access to resources and treatment. In Ghana, TVG helps to reduce the impact of HIV/AIDS through community capacity-building including treatment, prevention, education, and the economic empowerment of youth and caregivers in Northern Ghana. In Canada, TVG is a volunteer-run organization that works to raise money to support True Vision Ghana to achieve their mission and vision.

We have opportunities for you to support this important work connecting local initiatives to global issues! In Canada, True Vision Ghana is currently looking for a **Newsletter and Communications Coordinator** to work closely with our team to author and coordinate articles for our newsletter and contribute to the development of engaging promotional materials to further build TVG's presence.

Qualifications:

- Experience in developing or contributing to newsletters, newspaper articles, donor updates, PSA, media releases, or other promotional materials
- Excellent written and verbal communication skills, particularly for online communication.
- An interest in, commitment to, and passion for the shared goals and vision of TVG Canada and the TVG field team in Ghana.
- An understanding of, and ability to communicate, issues related to HIV/AIDS.

Deliverables / Responsibilities:

- Research and write articles for TVG's regular newsletter to promote TVG's work in the field and highlight program accomplishments and updates
- Brainstorm creative ideas to enhance the content of TVG's newsletters and expand the audience base
- Create content for PSA, newspaper articles, and media releases as needed to create more awareness about TVG
- Work with the Social Media Coordinator to coordinate TVG's communications materials and social media presence

Time Commitment:

Minimum 1 hour per week with a commitment to stay in the role for one year. Hours are highly flexible and can be completed from home and on your own schedule.

Accountability:

The TVG Communications Coordinator will be accountable to the Canadian Director, Evelyn Tanaka, to collectively develop and ensure that targets are being met for regular newsletter publication, external communications and building TVG's online presence.

Benefits & Recognition:

- You will have the opportunity to develop your communication and writing skills, share your perspectives and passion for HIV/AIDS prevention, and engage Canadians in valuable conversations on this important global issue.
- You will be part of a team of like-minded individuals, working together on a global cause.
- You will be credited as TVG's Newsletter and Communications Coordinator and, after 4 months, TVG board members can, upon request, provide a letter of recommendation and serve as a reference if appropriate.

Contact:

If interested, please submit a short (250 word) statement of interest as well as a short description of your qualifications to the TVG Canada Board of Directors at canada@truevisionghana.org. Please contact the board if you have any questions.

For more information, please visit: http://www.truevisionghana.org/?page_id=30