Volunteer Coordinator

The volunteer coordinator is responsible for the management and coordination of our volunteer membership at the Gauntlet. They are the first point of contact for potential volunteers as well as long-standing ones. The volunteer coordinator, especially in the current times, works with the online editor to optimize the virtual volunteer experience. Creating workshops, attending volunteer fairs and distributing the physical paper are some of the responsibilities within this role. The position is a salaried contract beginning May 01, 2022 and ending on April 30, 2023, and reports to the Editor-in-chief.

The following is tentative and subject to change, especially as the COVID-19 situation evolves:

- Maintaining and posting regular office hours.
- Compiling and sending out weekly story lists to volunteers.
- Attending monthly Board of Directors meetings, to be the volunteer representative.
- Selecting candidates for the Social Media assistant position(s) and notifying the editor-in-chief.
  - Responsible for creating content and managing various Gauntlet social media platforms.

- Coordinator duties:
  - Maintaining a database of completed and signed volunteer forms.
  - Maintaining a mailing list to inform volunteers of story lists and Gauntlet events.
  - Organizing at least one Gauntlet-sanctioned social event per month.
  - Organizing and providing orientation for new volunteers.
  - Assisting section editors in training volunteers on Canadian Press style and copy-editing pieces to make ready for publication.

- Distribution duties:
  - Ensuring that the newspaper has arrived and informing the editor-in-chief.
  - Coordinating the distribution of the print edition to all campus distribution points.

Job requirements:
1. Current undergraduate students at the University of Calgary will be given priority, but graduate students, new graduates (within one year), non U of C alumni with experience will be considered.
2. Organizational and volunteer management experience
3. Technical skills:
   - Experience in Canadian Press Style, *recommended*
   - Copy-editing, *recommended*

Reports to: Editor-in-chief
Oversees: Volunteer assistant(s), Volunteers

Please submit your cover letter and resume via email to the Hiring Committee: hiring@thegauntlet.ca.

Deadline for applications is **Thursday, April 14, 2022, at 4 p.m.**