

VOLUNTEER CENTRE YWCA MONTRÉAL

POSITION : PROMOTION OFFICER

The YWCA Montreal participates in events where we represent the organization and promote its activities through information kiosks.

We need help from volunteers to facilitate these kiosks and promote the YWCA Montreal.

Key tasks and responsibilities

- Be very well informed of the YWCA Montreal's services, programs, projects, values and mission.
- Accompany an employee to events to install, facilitate and uninstall a kiosk.
- Answer people's questions about the organization.
- Be a good ambassador of the YWCA Montreal.

Position requirements

- **Knowledge:** be able to fluently communicate in French and English. Have great knowledge of the YWCA Montreal's mission, values, programs, projects and services (a training or relevant documents will be offered).
- **Practical Skills:** Knowledge of basic promotional principals.
- **People Skills:** The ideal candidate has excellent people skills and is a good salesperson

Volunteer conditions

- Minimum volunteer commitment of six months.
- Be available to volunteer at least three times in that period.
- Undergo training for this position.
- Meet with the Volunteer Center coordinator for an interview.

Schedule

Upon request. The facilitation of a kiosk may last between 3 and 6 hours.