

Brochure and Resource Development Volunteer

Position Objective:

The Waterloo Region Suicide Prevention Council is recruiting individuals for the Brochure and Resource Development volunteer position. This position will support the Program Coordinator in the development of new brochures and resources, as well as with updating existing resources.

Tasks and Responsibilities:

Tasks may include:

- Brainstorming topics to be made into brochures or resources.
- Engaging in research on a particular topic (e.g. accessing and reading academic literature, news articles, or resources from other organizations) to collect relevant information.
- Writing and/or designing drafts of the brochures and resources.
- Reviewing and suggesting edits to brochure and resource drafts.

Position Qualifications:

Age: 18+

Area(s) of Interest: Communications/Public Relations, Library/Research, Health Care/Wellness, Suicide Prevention

Skill(s): Knowledge of suicide prevention, intervention and postvention; Verbal and Written Communication; Research Skills; Critical Thinking; Knowledge Mobilization Skills/Awareness.

Additional Assets: Access to academic journals (i.e. through post-secondary education), educational background in psychology, sociology, social work etc., previous clinical experience, lived or living experience with suicide behaviours or suicide bereavement.

Training/Work Conditions:

Training Details: Volunteers will be required to participate and complete WRSPC's volunteer onboarding process. Volunteers must complete all training before starting their position.

Working Conditions: Volunteers will work remotely; as such, a computer with a word processor (i.e. Microsoft Word) and access to the internet will be required. Volunteers may meet virtually on a monthly or bi-monthly basis, and additional communication will be through e-mail.

Time Commitment:

We ask that Brochure and Resource Volunteers commit to 6 months of volunteering, to ensure that the resource review project can be completed in a timely manner.