



## Volunteer Job Description

<b>Job Title:</b> Financial Empowerment Blog Writer, Digital Content Creator	<b>Length of Term:</b> 6 months to 1 year, with potential of extension to allow for consistency of service
<b>Department:</b> Financial Empowerment	<b>Time Commitment:</b> 2 hours per week
<b>Reports to:</b> Fair Gains Facilitator	<b>Time of Day:</b> Flexible volunteer schedule, meetings weekdays (between 8:30am – 4:30pm)

### Purpose of the Position:

The Financial Empowerment Blog Writer volunteer role will support the Financial Empowerment department in writing plain language Financial Empowerment blogs and support in creating digital content.

### Duties/Responsibilities

- Research financial content and trends
- Produce high quality and easy-to read Financial Empowerment Blog content (200-500 words)
- Write clear, concise and compelling financial wellness stories
- Create at least two blog posts a month
- Collect quarterly Financial Empowerment Program Updates for a mailout

### Skills, Experience, Qualifications

- Some post-secondary education in digital communications and/or marketing, finance, psychology, or relevant experience in lieu
- Knowledge about citation and references and basic search engine optimization
- Experience in Word, Excel, PowerPoint, and Outlook
- Previous experience working with multicultural and/or highly barriered participants
- Fluent in written English
- A clean police record

### Personality Traits and Qualities Desired

- Passionate about financial wellness
- Creative approach to communications

- Compassionate and kind
- Reliable and self-directed
- Work independently as well as in a team environment
- Attention to detail

### **Benefits**

- Work from home/ remote; and can occasionally join onsite would be a bonus
- Flexible schedule
- Impact individuals and families living on low incomes in the community
- Letter of volunteer hours/and or reference
- Continued volunteer opportunities in the Momentum community
- Meet new people
- Participate in Momentum events

### **Orientation, Training & Support**

- Orientations led by Momentum staff
- Volunteer Handbook and organization documents
- Momentum staff is available for additional support

NOTE: This volunteer job description is not intended to be all-inclusive. Volunteer may perform other related duties as negotiated to meet the ongoing needs of the organization.

**If you are interested in this volunteer opportunity please contact, Rachelle Pelletier, Volunteer Coordinator, at: [volunteer@momentum.org](mailto:volunteer@momentum.org)**