



**Canadian Hemophilia Society,
Manitoba Chapter**

944 Portage Avenue
Winnipeg, Manitoba
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Volunteer Opportunity Title: Website Assistant

Organizational Impact:

Assist in the development and promotion of the Chapter web site to meet the communications strategies directed to Chapter members and the public in keeping with the Chapter's strategic plan on all matters that impact those living with inherited bleeding disorders.

Position Summary:

Provides support to the Chapter's Executive Director in maintaining the Chapter's web site and to work in partnership to bring new ideas to keep the site current and relevant to those living with inherited bleeding disorders.

Responsibilities and Duties:

- Updating the Chapter News and Events sections
- Preparing additions and changes to existing pages
- Provide suggestions to improve and augment the website

Preferred Skills / qualifications / experience: Graphic design and web experience a must, or currently enrolled in a post-secondary program in the area of graphic design or web creation. Ability to complete work in a timely manner.

Skills Gained: Web site design and maintenance experience.

Training / Support: The Executive Director will provide guidance as required.

Additional Checks: N/A

Time Commitment: Approximately 3 – 6 hours a month

Start / End Dates: Open

Start / End Time: Open

Number of Positions: 1 - 2

Opportunity Location: Meetings at the office and work from home via internet and email

How to Apply: Fill out the volunteer application and send with a cover letter to the Executive Director

Contact Name: Christine Keilback

Title/Role in Program: Executive Director

Address: 944 Portage Ave, Winnipeg, MB R3G 0R1

Tel: 204 -775-8625

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E-mail: chsmbcomcommittee@mts.net