

Social Media and Website Maintenance Volunteer

OUR MISSION

The Alliance for South Asian AIDS Prevention (ASAAP) is committed to providing health promotion, care, and support for self-identifying South Asians living with, at risk of, or affected by HIV/AIDS. To learn more about ASAAP, please visit our website at www.asaap.ca

JOB DESCRIPTION

We are seeking dynamic and passionate volunteers to join team ASAAP. We are seeking a Social Media and Website Maintenance to assist ASAAP's programming by building and maintaining our social media presence.

QUALIFICATIONS AND SKILLS

We are looking for volunteers who self-identify as South Asian with diverse gender and sexual identities and who possess two or more of the following qualifications and skills:

- Excellent verbal and written communication and strong interpersonal skills
- Be confident and comfortable with WordPress
- Knowledge of HIV and other STIs, and an ability to place that knowledge within a risk reduction framework
- Ability to maintain confidentiality
- Be Facebook and Twitter savvy
- Ability to work under pressure with or without supervision
- Warm, friendly, open personality
- Professional, responsible, punctual and reliable
- Non-judgemental and able to work in a diverse environment
- Fluency in languages other than English preferred (Knowledge of South Asian languages is an asset)

RESPONSIBILITIES

- Ensure ASAAP website, Dosti website, Snehithan website, and BrownKiss have up to date information
- Ensure all links and pages are functioning properly
- Works with the Executive Director to use the purchased software that identifies and monitors errors on the website and repairs them
- Provide feedback, critique, and support to staff when updating their websites
- Ensure that Facebook and Twitter accounts are active with relevant posts on a weekly basis
- Work with staff to identify key pieces of information and articles/campaigns/events and schedule posts accordingly



TRAINING REQUIREMENTS

1. Volunteer Core Skills Training
2. On-the-job training

BENEFITS

Volunteers will receive ongoing support and supervision, letters of reference, opportunities for knowledge transfer, invitations to volunteer appreciation events, occasional complimentary event tickets, and awards. Volunteers will also receive more than 20 hours of training on sexual health issues affecting South Asian women in general and Tamil women, and skills used in working with these women to promote health and reduce the risk of HIV and STI transmission. TTC Tokens are also provided to volunteers.

TIME COMMITMENT

Minimum of 1 shifts, 2 hours per week for 6 months.

“South Asian” is a broad term loosely referring to people who have migrated from, or have ancestry from, countries in the region of Southern Asia including but not limited to: Bangladesh, Bhutan, India, Nepal, Pakistan and Sri Lanka. We encourage and welcome applications representing the vast diversity in our collective communities through language, immigration status, HIV status, gender identity, sexual orientation, diaspora, class, ability and lived experiences. We are committed to accommodating people with varying needs.

Apply by sending a résumé and cover letter to:

Haran Vijayanathan

Executive Director

ed@asaap.ca

(416) 599-2727 ext. 224