

**Director of Communications  
Vocamus Writers Community  
(Volunteer – 5 to 10 hours a week)**

The Director of Communications is responsible for managing branding and communications for Vocamus Writers Community.

**Organization**

Founded in 2012 and incorporated in 2015, Vocamus Writers Community is a non-profit organization that supports book culture in Guelph, Ontario and the surrounding area. Our free services include writing workshops, author consultations, and event planning and promotion. We also produce anthologies of local writing and run the Book Bash Festival, an annual celebration of local books.

**Position**

As a working member of the Board of Directors, the Director of Communications will develop and implement our organizational branding, social media, and community outreach strategy. The Director of Communications will work closely with the Managing Director to ensure that Vocamus Writers Community is accessible to the literary community in Guelph and responsive to its needs.

**Responsibilities**

- maintain a clear and consistent organizational brand;
- manage daily social media, including blog, Facebook, and twitter;
- write press releases for book launches, readings, and other events;
- organize and maintain contact information;
- meet and communicate regularly with the Managing Director;
- attend meetings of the Board of Directors.

**Qualifications**

- a passion for books and book culture;
- relevant education or experience in communications;
- experience with various social media platforms;
- excellent written and verbal communication skills;
- strong relational skills;
- a willingness to collaborate with other directors and community partners;
- the ability to work independently.

Those interested in applying should send a resume and cover letter to Jeremy Luke Hill, Managing Director at [vocamuswriterscommunity@gmail.com](mailto:vocamuswriterscommunity@gmail.com).