

# VOLUNTEER POSTING

Volunteer position title:	Policy Development Support Volunteer	Posting date:	May 22, 2020
Staff Resource Person, contact information:	Roberto Ortiz, Executive Director <a href="mailto:roberto@maxottawa.ca">roberto@maxottawa.ca</a>	Posting closing date:	This position has a closing date June 19, 2020
Location:	Virtual	Position duration:	6 Months
Position type:	Negotiable	Service area:	Organizational/ Policy development

## STATEMENT OF VOLUNTEER VALUE

As a volunteer, you will play a crucial part in the daily life of **MAX**. We value volunteers for their roles as facilitators, mentors, board directors, leaders, supporters, educators, advocates. As Gay, Bi, Two-spirit, Queer (GBT2Q) and other guys into guys, either cis or trans community members, and allies, the diversity of experiences and knowledge you bring to our team is extremely important. Your skills and talent help us create larger circles of social connection and reduce health barriers for GBT2Q men.

## PURPOSE OF THE POSITION

Working with the Board of Directors the Policy Development Support Volunteer will develop priority policies for the organization (ex: Linguistic policy, Substance use policy). Interested candidates should have experience in non-profit organization policy development.

## RESPONSIBILITIES AND DUTIES

- Assembling, interpreting and analyzing information
- Working with the Board of Directors to identify and develop key policy areas
- Developing priority policies for the organization
- Working effectively with other stakeholders

## QUALIFICATIONS

Required qualifications	Preferred qualifications
<ul style="list-style-type: none"><li>• Experience in non-profit organization policy development</li><li>• Ability to communicate effectively with GBT2Q guys from an array of socio-economic and cultural backgrounds</li><li>• Knowledge of the social determinants of health</li><li>• Lived experience as a member of the GBT2Q community</li><li>• Excellent written English ability including editing and grammar</li><li>• Ability to work as part of a team</li></ul>	<ul style="list-style-type: none"><li>• Ability and willingness to accept and utilize feedback from supervision</li><li>• A genuine passion for working with the GBT2Q communities</li><li>• Bilingualism (French/English) will be considered an asset</li><li>• A good understanding of <b>MAX's</b> programs and services</li></ul>

## COMMITMENT EXPECTED

This volunteer position requires a minimum of 16 hours a month. Position duration is 6 months with possibility of renewal. Volunteers must also adhere to **MAX's** code of conduct, confidentiality policies and other relevant program and agency policies and procedures.

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For more information on the position or to submit an application please email your interest at: [Roberto@maxottawa.ca](mailto:Roberto@maxottawa.ca) *subject: "Policy Development Support volunteer"*