

HBSPCA Volunteer Position



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POSITION: Website Assistant Volunteer
SHIFTS AVAILABLE: Tuesday, Wed or Thursday
10am – 2pm
LOCATION: 245 Dartnall Road

Position Summary:

As a volunteer in the Communications Department, you will provide support with various tasks involving the editing, updating, and creation of our hbspca.com website.

This Volunteer Role is Right for you if:

- You are highly organized and have excellent communication skills
- You are experienced with the **Webflow platform**
- You are creative and enjoy working on a computer
- You are PET and PEOPLE focused
- You are an individual with a sense of commitment and passion for what you do

Key Responsibilities

- Communicate with the Communications Manager about needed web updates
- Make updates and create new pages/functions using **Webflow**
- Brainstorm creative and effective ways to display website information
- Analyze website data and create overview reports on findings

Qualifications:

- Strong computer skills using **Webflow**
- A kind, compassionate, and responsible disposition
- Ability to work in teams and thrive in a fast-paced environment
- Detail oriented, extremely well organized, and able to manage time and multi-task
- Strong verbal communicational and interpersonal skills
- Positive attitude a must
- Ability to learn quickly

Requirements:

- Must have a valid driver's license
- Agree to submission of a clean Police Check
- All volunteers are required to be fully COVID-19 vaccinated