



VOLUNTARY OPPORTUNITY POSTING
Tirgan 2011

Type: Temporary
Department: Administration
Committee: General Administration
Sub-committee: Editorial Services
Approx. Duration: May 2011 – July 2011
Number of Position(s): 2
Date Posted: Monday, May 9, 2011
Closing Date: Friday, May 13, 2011 – 5:00 pm

Designation: Editorial Assistant

POSITION ID: 5120

CALL NO. 001

Required Qualifications and Skills:

- Remain interested in Iranian culture, as well as its outreach and promotion, amongst the non-Iranian and young Iranian communities,
- Loyalty, adaptability and punctuality,
- Commitment to the values of the organization and festival,
- Ability to articulate needs and represent the organization,
- Ability to create a vision and remain to keep it throughout the process,
- self-motivated, even tempered, a good mediator/have good people skills, patient, and able to see the big picture,
- able to handle multiple projects simultaneously,
- ability to prioritize, maintain focus and delegate,
- Deliver cooperative services to team members within or beyond this department,
- Must possess excellent communication skills (verbal and written) and pleasant personality,
- Must have the ability to follow directions and instructions under general supervision and/or independently,
- Must be detail oriented,
- Desire to contribute and being an active and creative member,
- Nice to have : previous volunteer experience.

Specific Responsibilities:

- Report to the Editorial Services manager and the Administration director,
- Assist in editorial tasks and duties essential to Tirgan needs and requirements,
- Fluent in Persian and English reading and writing,
- Comfortable with typing in Persian and English,



- For out-going communications, provide extensive editorial services pertaining to text coherence, and sentence structure for material received internally in Tirgan, and account for return provisions to the requester.

General Duties:

- Consider decision-making aligned with the approved theme and objective of Tirgan,
- Adhere to all confidential regulations and do not disclose any type of information to unauthorized parties,
- Participate in all meetings; provide periodic updates, and prepare minutes for the meetings,
- Account for proper archiving of key information and important chronology of internal/external correspondences,
- Remain accountable to practise prompt exchange of up-to-date information and decisions made in Tirgan and acquire necessary approvals, prior to implementation,
- Contribute by being an active and creative member,
- Provide solutions and suggestions to add value to the team.

Special Remarks:

A brief training and on-boarding will be provided upon joining the team.

We are looking forward to have you on board and make Tirgan Festival 2011 the milestone of the Iranian community.

Only candidates who have best illustrated their ability to fulfill requirements of this voluntary opportunity will be further considered in this process.

Applications will be accepted via email to info@tirgan.ca, no later than 5:00 pm on Friday, May 13, 2011. An application will consist of a short paragraph expressing your interest, and briefly describing your previous experience and abilities.

www.Tirgan.ca