

Role Title: Communications Assistant (Volunteer)

Duration: Ongoing

The Winnipeg Architecture Foundation (WAF) invites applications for a new volunteer position of Communications Assistant. This role offers a measured introduction to the Foundation's work, providing a student in the Faculty of Architecture at the University of Manitoba with the opportunity to contribute to the careful, meaningful dissemination of architecture and design through WAF's public programmes.

Working in close collaboration with the Assistant Director, the Communications Assistant will assist with the preparation and delivery of the Foundation's communications, including digital newsletters and social media, whilst maintaining a high standard of clarity, consistency and professionalism across all platforms.

Key Responsibilities

- Assist in the drafting and scheduling of content across digital platforms, including Instagram, Facebook, LinkedIn and Bluesky
- Support the preparation and design of e-newsletters and related communications
- Develop and refine written materials for programmes, events and web-based content
- Maintain consistency in institutional tone and visual presentation
- Provide general communications support as required

Skills and Experience

- Strong written communication and research skills, with a high degree of care and attention to detail

- Robust analytical skills, as demonstrated in areas of architectural history and theory
- Demonstrated interest in architecture, design, conservation and the built environment
- Familiarity with digital platforms and contemporary communications practices
- Excellence demonstrated with design tools (e.g., Adobe Creative Suite, Canva, Mailchimp)
- Ability to work independently with reliability and sound judgement

Time Commitment

Approximately 3-4 hours per week, arranged with flexibility in recognition of academic commitments.

This position is intended as an initial engagement with the Foundation's work. Subject to organisational needs and the availability of resources, it may provide a pathway to future involvement in more formal capacities.

*Please send an expression of interest and CV, including two samples of personal written work and graphic design, by email to:
hello@winnipegarchitecture.ca.*

We thank you for your continued interest and support of WAF.

Additional Information

WAF values diversity and is committed to fostering inclusivity. We welcome individuals of all backgrounds to be part of our shared architectural story.