

5675 Spring Garden Road, Suite B6  
Halifax, Nova Scotia B3J 1H1  
902.446.4252  
hal-con.com

## ROLE DESCRIPTION

All committee and board members of Hal-Con are volunteers; while there are perks, this is an unpaid position. This role description is designed to create an understanding between Hal-Con and the prospective volunteer staff to ensure no miscommunication.

Role: Email and Content Manager

Reports to: Marketing Director

General description of role:

We're looking for a team member who can help establish a regular monthly e-newsletter that pulls content from all of the groups within Hal-Con, any Sci-Fi related community activities or programming happening in Atlantic Canada. We're also looking for that person to help us stand up a Hal-Con blog that posts both Hal-Con internal and community developed blog content. If you like developing longer form content this is the place for you.

Responsibilities::

- Coordinate with the different team leads each month to see what updates we can share with the community
- Work with the web team to refresh the blog space on [www.hal-con.com](http://www.hal-con.com)
- Assist with the setup of an authorship program where we accept blog submissions for review and posting from Hal-Con committee members, volunteers and the public.
- Develop email templates for: A monthly public newsletter, board communications, vendor communications and volunteer communications
- Get input from the various teams and set a schedule for email communications.
- Be available to meet with the Marketing Team once a month either in person or virtual to give an update and collaborate with the team.

Skills required: Experience working with email platforms, strong writing & communication skills. Basic Wordpress knowledge is a bonus.

Description last updated:

January 15, 2025

Please email [volunteer@hal-con.com](mailto:volunteer@hal-con.com) with a brief explanation of your relevant skills for the role, and any information that you feel makes you a good fit for the role. No more than 750 words. The deadline to apply is Feb. 20, 2025.