Overview The Canadian Angelman Syndrome Society (CASS) is a national organization (registered charity) dedicated to supporting individuals with Angelman syndrome, their families and others who care. CASS provides numerous support services and access to multiple resources to help families and care providers navigate through their journey with Angelman syndrome, including funding education and communication initiatives, clinical support, research and community events. CASS is run by a volunteer Board of Directors who dedicate their time and expertise towards mitigating challenges that individuals with Angelman syndrome and their families and/or care providers experience on a daily basis.

Opportunity: The Director / Communications Coordinator supports CASS with the development and implementation of effective communication strategies promoting a positive public image for CASS; managing internal communications; providing developmental and organizational support for the website and various social media platforms; and developing content for the website, media releases, marketing and other external communications. This is a volunteer (unpaid) Board director position.

Key Responsibilities:
- Assist in planning, implementing and evaluating a Communications Strategy aligned with the mission and strategic direction of CASS;
- Provide communication support for CASS programming, marketing, sponsorship, and other initiatives;
- Coordinates media relations activities for CASS;
- Provide support to create and update content on www.angelmancanada.org;
- Coordinate all CASS social media content creation re Facebook, Twitter, Instagram, Youtube etc.;
- Assist in marketing and implementation of other programming and special events (i.e. fundraisers, conferences); and
- Wholeheartedly supports CASS and is prepared to be a public voice and advocate for its cause.

Core Competencies:
- Demonstrated excellent communication (oral and written) skills;
- Demonstrated experience in social media content production and participation;
- Willingly accepts assignments and completes them thoroughly and on time;
- Stays informed about board matters, prepares themself well for meetings, and reviews and comments on minutes and reports;
- Regularly attends board meetings and important related meetings; and
- Experience in web design and content production would be an asset.

Time Commitment:
- Attend the Board of Directors monthly meetings (2 hours);
- Monthly communication responsibilities (4 to 8 hours); and
• Additional planning meetings for fundraising initiatives and conference planning may be expected.

Term Length: This is a two (2) year term position.

To Apply for this Position: Please forward a Cover Letter and Resume / CV to:
   Brad Schiele, President, Canadian Angelman Syndrome Society
   president@angelmancanada.org

Applications will be accepted until Friday, June 21, 2019.