



## **Cornerstone's Young Professionals Advisory Board - Call for Applications**

Cornerstone's Young Professionals Advisory Board (YPAB) directors and members contribute to the successful mission of Cornerstone Housing for Women (Cornerstone) and its programs through volunteering, advocacy, and fundraising. Board directors and members come from a range of industries and backgrounds but are driven by their common goal of bettering their community and educating others about women experiencing homelessness in Ottawa. The Young Professionals Advisory Board is a venue to expand one's social circle while contributing positively to the Ottawa community.

The Cornerstone Young Professionals Advisory Board (YPAB) is now accepting applications for new members to join the Marketing & Communications, Events & Fundraising, and Community Engagement & Advocacy Committees. We encourage applications from individuals of diverse backgrounds in regards to gender, gender expression, race, ethnicity, creed, colour, national origin, immigration status, sex, sexual orientation, religion, abilities, professions and educational backgrounds. Applicants must be over 18 years of age. We strive to ensure our Board reflects the diversity of the women served by Cornerstone.

Potential applicants should enjoy working in a team setting, have experience working with vulnerable people, and be prepared to dedicate two hours a week towards YPAB committee activities. Previous non-profit board experience and Cornerstone volunteer experience is an asset, but not necessary.

To apply to join the Young Professionals Advisory Board, please send your completed application form to [cornerstoneyoungprofessionals@gmail.com](mailto:cornerstoneyoungprofessionals@gmail.com). All accepted YPAB members must complete the Cornerstone volunteer approval and onboarding process. If you have not already started the Cornerstone volunteer process, we will walk you through it after receiving your application.

Please do not hesitate to reach out to our Chair, Kara Eusebio, or Vice Chair, Deirdre Bain, at [cornerstoneyoungprofessionals@gmail.com](mailto:cornerstoneyoungprofessionals@gmail.com), with any questions.

### **Marketing and Communications Committee Member**

The YPAB is seeking a committee member to support the operations of the marketing and communications committee. The ideal candidate would be a highly motivated individual with experience working in non-profit communications and marketing. The YPAB prides itself on being a collaborative group of individuals who share responsibilities and support one another to achieve our goals. Prospective members must demonstrate their ability to manage competing priorities and work as a team.

Main duties include:

- Support the development of innovative information sharing techniques and knowledge networks to share information about Cornerstone's mission, programs and services
- Maintain and refresh Cornerstone marketing and communications materials by developing copy, content, and graphics and identifying untapped marketing outlets in close collaboration with the Resource Development Manager
- Advise and deliver on communication strategies for promoting the work of the YPAB as a whole, and fundraising events (in collaboration with the Events and Fundraising committee)
- Manage YPAB social media channels, creating content and posting regularly
- Attend regular committee meetings to remain engaged and up to date on group tasks

Desired skills and experience:

- Strong writing and online communications skills,
- Tactical knowledge of social media platforms (LinkedIn, Twitter, Facebook, Instagram)
- Experience in graphic design for communications products is considered an asset
- Technical experience with website design is considered an asset
- Experience with project management
- Demonstrated ability to assume a leadership role within a team
- Previous experience working on a non-profit board is considered an asset



## Cornerstone Young Professionals Advisory Board Member Application

Cornerstone Young Professionals Advisory Board directors and members contribute to the success of Cornerstone Housing for Women and its programs through volunteering, advocacy, and fundraising. Board directors and members come from a range of industries and backgrounds but are driven by their common goal of bettering their community and educating others about women experiencing homelessness in Ottawa. The Young Professionals Advisory Board is a venue to expand one's social circle while contributing positively to the Ottawa community.

We encourage applications from individuals of diverse backgrounds in regards to gender, gender expression, race, ethnicity, creed, colour, national origin, immigration status, sex, sexual orientation, religion, abilities, professions and educational backgrounds. Applicants must be over 18 years of age. We strive to ensure our Board reflects the diversity of the women served by Cornerstone. There is no set monetary commitment.

The Cornerstone Young Professionals Advisory Board consists of directors and members. This application is for membership. Directors and members alike serve on one of the three Young Professionals Advisory Board Committees: Community Engagement and Advocacy, Marketing and Communications, or Events and Fundraising. Board members attend committee meetings organized by their respective chairs, and are expected to commit a minimum of 2-3 hours per week to support committee activities. Members are also required to attend the Annual General Meeting of all directors and members. Acceptance of membership to the board signifies a commitment to working with the YPAB for a minimum of one year. All members will have the opportunity to apply to serve as a director after completing a one-year membership term.

Being a member of the Young Professionals Advisory Board provides young professionals a unique opportunity to better understand nonprofit governance structure, develop their leadership skills, experience how nonprofit organizations function, give back to their community, and work alongside like-minded young professionals.

Please send completed applications and/or questions to [cornerstoneyoungprofessionals@gmail.com](mailto:cornerstoneyoungprofessionals@gmail.com).  
Looking forward to hearing from you!

Note: In order to join the Cornerstone Young Professionals Advisory Board, all applicants are required to complete a Cornerstone volunteer application, interview with our Volunteer Coordinator, and successfully complete a police background check and reference check. All volunteers must complete a mandatory volunteer orientation. Please contact Rosemary Jones, Volunteer Coordinator, at [rosemary.jones@cornerstonewomen.ca](mailto:rosemary.jones@cornerstonewomen.ca) or 613-254-6584 ext.504 for more information and to obtain an application.

### Contact Information

Name	
Street Address	
City, Province, Postal Code	
Phone	
E-Mail Address	



### Interest in the Young Professionals Advisory Board

Why are you interested in becoming a member of the Cornerstone Young Professionals Advisory Board?

### Committee Involvement

Please indicate the committee you would like to join. All Young Professionals Advisory Board members serve on a committee. Please rank your choices if you are interested in more than one committee. Based on committee needs, members may be asked to serve on a committee that is not their first choice.

- Community Engagement and Advocacy
- Marketing and Communications
- Events and Fundraising
- I have another idea (please describe when e-mailing your application).

### Skills and Assets

Summarize any unique skills and assets you bring to the Young Professionals Advisory Board. These may be skills you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports. Please also include any languages spoken and level of proficiency in both writing and speaking.

### Volunteer and Community Experience

Summarize your current and past volunteer and community experience, including any experience volunteering with Cornerstone and/or the Cornerstone Young Professionals Advisory Board with information on any leadership roles. Previous volunteer experience with Cornerstone is a strong asset.



### Professional and Educational Background

High School (grades completed)	
College/University	
Degree/year	
Post-graduate study	
Degree/year	
Employer	
Position	

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I certify that I am a young professional over 18 years of age and that I intend to commit to a one-year term as a member with the Cornerstone Young Professionals Advisory Board, to physically attend the majority of committee meetings in person, and commit to volunteering at least 2-3 hours per week beyond committee meetings for to support committee activities.

Name	
Date	