



Job Description

Fundraising, Administration and Special Events Volunteer

Reporting to the Management Team, the volunteer will work closely with a team of committed leadership staff. The Fundraising Administration and Special Event volunteers contribute to the work ensuring the smooth administration of the organization and the successful delivery of organizational supports in key administrative areas which support Interim Place's programs for women and children.

Fundraising Responsibilities:

- Support in the work conducted before, during and after special events
- Help with mail outs and telephone calls
- Support the research and contact new fundraising opportunities from phone books/lists/media and internet
- Participate with and help to set up fundraising and public awareness stalls at various community events
- Support the distribution of promotional materials
- Support in administrative work conducted to ensure the effective operation of fundraising activities
- Help deliver and distribute mail outs and materials
- Maintain proper documentation and records of work undertaken.

Special Events Responsibilities:

- Support in the work conducted before, during and after special events
- Help with mail outs and telephone calls
- Participate with and help to set up fundraising and public awareness stalls at various community events
- Support the distribution of promotional materials
- Help deliver and distribute mail outs and materials
- Set up small databases and data entry

Administrative Responsibilities:

- Provide support in the organization, compilation and maintenance of the agency's resource library
- Help support administrative work in the production of the agency's quarterly newsletter
- Typing, Photocopying
- General filing
- Data entry
- Mail sorting and logging
- Update agency's mailing lists
- Assist with agency research

General Responsibilities:

- Work cooperatively with other volunteers and staff
- Assists with other duties as required, from time to time, aiding in the efficient operation of the organization

Required Skills:

- Commitment to the mission of Interim Place
- Completion of orientation/training sessions
- Basic knowledge of women and children's issues
- Commitment of minimum of 8 hours/month
- Interact comfortably with other volunteers, staff and public
- Proficiency in basic word processing and data entry
- Knowledge of Microsoft Office 2000 including Word, Access/Excel and knowledge of the Internet desirable