

Local Chapter Coordinator

Volunteer Position Description



As a Local Coordinator for The Shoebox Project, you are the lead Coordinator of the organization's activities in your community in efforts to support women impacted by homelessness.

For those seeking a rewarding leadership role! The primary role of a Local Chapter Coordinator is to effectively lead the Shoebox Project goals in your community. By creating a fun and supportive environment you will manage and coordinate the efforts of your community volunteers, donors and stakeholders to ensure a successful Shoebox drive season.

Duties & Responsibilities:

- You are an ambassador of The Shoebox Project in your community -*Lead the charge and represent with pride!*
- Recruit and manage a team of volunteers to assist in various support roles that have been identified - *Teamwork makes the dream work, and of course, many hands make light work!*
- Identify and develop a network of shelters and resource centres to partner with -*Find women to help, that's our goal after all!*
- Gain local Support. Reach out to your local community to introduce, inform & educate on The Shoebox Project's mission & vision and gather support for your chapter goals - *Hello, we are here & we need your help!*
- Manage chapter specific administration & finances: email inquiries, donations, account statements, expenses, track chapter outreach/exchanges and report to HQ in accordance with our organization's procedures and deadlines - *keeping it all straight-who, what, where, when, why, how*
- Manage Chapter communications and inquiries through various platforms including email, Facebook, and Instagram, from interested donors, individuals and companies wanting to contribute to the various national fundraisers throughout the entire year - *year-round engagement(not isolated to holiday season)*
 - Communicate with the HQ staff on a regular basis regarding your chapter plans and drive progress - *seek assistance when necessary - we want your feedback and to offer assistance when needed!*
- Lead fundraising initiatives: Organize activities to raise funds or otherwise solicit and gather monetary donations to cover chapter expenses - *money, even a little helps a lot!*
- Facilitate corporate, community and school drives - *show us your beautiful Shoeboxes!*
- Encourage support from local press and community leaders about your chapter and your drive specifics - *Hello people of influence, we are here, help us spread the word-talk about us!*
- Coordinate inspections, storage, transportation and delivery of boxes from drop-off locations to shelters - *deliver your Shoeboxes and watch the smiles!*

Qualifications:

- Interest in issues related to women's homelessness and desire to give back to your community in a positive way
- Previous experience in a leadership role with ability to recruit and manage a team of volunteers through a committee format or otherwise
- Ability and desire to reach out to your community with the 'ask' of support
- Previous fundraising & special event planning experience a definite asset
- Excellent communication skills – Coordinator is expected to respond to inquiries from community members,

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Qualifications Cont'd:

coordinate details with shelter staff, work with other local volunteers, corporate and community/school groups, reach out to local press and community leaders and potentially solicit donations from local businesses

- Computer savvy (specifically with Google based applications and navigating google drive)
- Comfortable managing, communicating and connecting through various social media platforms such as (Facebook/IG)
- Basic understanding of managing budgets and tracking expenses

Requirements/Screening: Completed Volunteer Application, Resume & Cover Letter, Interview, Reference Check

Time Commitment: Ability to spend 5-15 hours a week during November and December (varies greatly based on size of gift drive, number of volunteers involved, etc.)

Duration: The volunteer contract is for one year, with the expectation of organizing a **minimum of one gift drive** (during the holidays) in your community and the choice to participate in other activities as desired throughout the year. Regular monitoring and active communication through Chapter email year round is the expectation.

Training: Training provided through video conference, online and written processes

Benefits of this Volunteer Role: Enjoy utilizing your professional skills while supporting a cause you are passionate about, use your spare time wisely by helping other women in your community and feel good about making a difference in someone's life, build valuable relationships & network with other like-minded people, be a positive leader within your community, gain additional life experiences, and have fun!

We value and are strongly committed to equity, inclusion and diversity within our organization. We welcome and encourage applications from all gender identities and expressions, LGBTQ+, religious backgrounds, people of colour, Indigenous peoples, and persons with disabilities. Should you be in need of any accommodation please let us know by phone or email. Accommodations will be made upon request wherever possible and all information provided will be handled confidentially.