

Community Engagemet Coordinator

Volunteer Position Description



Summary

An incredible team experience opportunity! As a volunteer with the Community Engagement team for The Shoebox Project for Women, you will be collaborating with your **Local or Regional Coordinator** and other Community Engagement Coordinators to develop and implement chapter initiatives at the local level, help establish relationships within your local community and raise awareness of The Shoebox Project. In close collaboration with the Chapter Coordinator you will be acting as a liaison in your community and responsible for coordinating your local community Shoebox drives, inspections and distribution. As a Community Engagement Coordinator, you are helping The Shoebox Project across North America in our efforts to support women impacted by homelessness.

Duties & Responsibilities:

- Attend regular weekly 'virtual' team meetings with other Community Engagement Coordinators and your Local or Regional Manager/support team throughout the year. You will work together to create overall drive goals and plans to implement
- Help to establish relationships within the community and raise awareness of The Shoebox Project mission and initiatives as guided by your Local or Regional Coordinator
- Act as an ambassador in your local community for The Shoebox Project and attend local trade show opportunities, community events, etc that you feel may be of interest and importance to gain awareness and promote the project within your community
- Manage pickups and deliveries of Shoeboxes, fundraising items, promotional materials to and from local businesses that are designated drop-off locations as arranged by yourself and/or the Local or Regional Coordinator.
- Communicate and coordinate with interested members/groups in your community to guide their Shoebox drive plans and ensure all participants understand the Shoebox drive specifics and deadlines for your community(mayalso include school/corporate/commmunity groups interested in team experiences)
- Arrange for local storage of Shoeboxes being donated where they can be inspected and sorted for delivery
- With help from your Local or Regional Coordinator, coordinate local volunteers to aid in Shoebox inspection plans and dates and manage Shoebox Inspection dates and logistics
- Communicate and Coordinate with Shelter agency contacts regarding drop off dates/times and protocols that the shelter may have in place for security and safety measures
- Recognize the importance and practice diligence with regards to shelter location information and the importance of maintaining the privacy of this information for security purposes (Adhere to Shoebox Project policies at all times)
- Work closely with and coordinate the volunteer driver team in pickups and delivery logistics/schedules/safety; and adhere to protocols as set out Shelters and by The Shoebox Project policies
- Ensure that agency acknowledgement form is completed upon deliver to shelter agencies/other agencies and those documents are provided to the Local or Regional Coordinator promptly
- Assist with any fundraising plans The Local or Regional Coordinator and your team have planned for the coming season if support is required at the local level

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Qualifications:

- Must have own vehicle, have a valid driver's license and show proof of vehicle insurance
- Excellent leadership and organizational skills a must
- Ability and desire to work as part of a team with the direct support of your Local/Regional Coordinator
- Desire to give back to your community and specifically support women impacted by homelessness in your region
- Excellent communication skills both verbal and written
- Ability to work independently as well as in a team environment to meet deadlines
- Strong interpersonal skills with a flexible and outgoing personality
- Punctual, reliable and ability to take direction
- Willingness to do the 'Ask' within your community

Technology Capabilities Requirement: Remote access ability. You will be required to use your own computer/laptop and will be given access to a Shoebox gmail account if necessary that you will use to conduct all Shoebox related correspondence on our behalf. You will need to have the ability to conduct phone or video conferencing using google meets.

Screening Requirements: Application Form, Interview, references, Use of Car Waiver Agreement may be required

Time Commitment: Approx 5 hours per week during campaign months (October-December)

Duration: Minimum 1 drive season

Training & Supervision: Training provided through video conference or in person when able, written processes. Training & Supervision conducted by the Chapter Coordinator

Benefits of Volunteering: Become a positive member of a supportive team and work together for a common goal, utilize your professional skills to play an active role in helping women impacted by homelessness, build valuable skills that are transferable, gain experience, letter of reference may be provided if requested, upon completion of commitment duration.

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.