

COMMUNITY OUTREACH COORDINATOR

Volunteer Position Description



Summary

As the Community Outreach Coordinator for the local chapter of The Shoebox Project for Women, you will be assisting your fellow chapter members develop and implement chapter initiatives, assist with securing local project sponsorship, establish relationships within your community and raise awareness of the project as well as duties specific to your position. As the Outreach Coordinator, you are helping The Shoebox Project across North America in their efforts to support women impacted by homelessness.

Duties & Responsibilities:

- Act as an ambassador of The Shoebox Project to spread awareness and engage corporations, local businesses, schools, community groups and individuals in your community about how they can support the local chapter
- Help your chapter educate the local community on the correlation between women and homelessness in your region to help gain support
- Attend regular meetings during off months (February to September) and on a weekly basis during campaign months (October to January)
- Form new and retain existing relationships with local contacts through networking and general outreach
- Track agency information and partnership details in an organized and secure manner according to Shoebox policies and procedures ensuring accuracy and privacy is met
- Work closely with the other chapter leads and the Local Chapter Coordinator to develop an outreach strategy within your community
- Implement outreach opportunities for corporate/school/sponsorship/community groups and individuals
- Working closely with the Marketing & Social Media Coordinators to promote your community outreach plan and actions
- Lead, train and support all outreach volunteers assisting with these initiatives

Qualifications:

- Interest in issues related to women's homelessness and desire to give back to your community
- Experience with charitable organization outreach an asset
- Well connected in your community and have former networking experience
- Excellent written and verbal communication skills
- Open minded and not afraid to make "the ask"
- Computer savvy (specifically Google based applications), comfortable communicating via email, phone and connecting through social media platforms
- Ability to work independently as well as in a team environment
- Ability to oversee and lead a team of volunteers with corporate initiatives
- Strong interpersonal skills with flexible and outgoing personality
- Strong organization and time management skills

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Technology Capabilities Requirement: Remote access ability. You will be required to use your own computer/laptop and will need to have access to an email account that you will use to conduct Shoebox related correspondence on our behalf.

Screening Requirements: Application, Interview, Reference Check

Time Commitment: 2-5 hours per month during off months (February to September) and 2 hours per week during campaign months (October to January)

Duration: Minimum 1 drive season

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

Benefits of Volunteering: Utilize your professional skills to play an active role in helping women impacted by homelessness, build valuable skills that are transferable, be a positive member on a team, 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.