

CORPORATE COORDINATOR

Volunteer Position Description



Summary

As the Corporate 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 Corporate 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 in your community, specifically within the corporate community
- Help your chapter educate the local community on the correlation between women and homelessness in your region to help garner support
- Attend regular meetings on a monthly basis 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 businesses/corporations through networking and general outreach
- Develop opportunities for companies to get involved with The Shoebox Project through employee led gift drives
- Working closely with the Marketing & Social Media Coordinators to promote Corporate involvement with SBP, especially targeting companies who have a CSR mandate, and/or those who look for team building opportunities
- Work closely with the Sponsorship Coordinator(if there is one) and Local Coordinator in securing corporate and business involvement; through sponsorship (monetary donations), Shoebox drives, in-kind donations or volunteer involvement
- Communicate and support any corporate fundraising opportunities to the SBP fundraising team
- Seek opportunity for "Lunch & Learn"/presentations with local corporate businesses to facilitate or coordinate schedule with Corporate Ambassador volunteer support team(if position exists)
- Lead, train and support all Corporate Ambassador volunteers assisting with these initiatives(if position exists)

Qualifications:

- Interest in issues related to women's homelessness and desire to give back to your community
- Experience with charitable organization corporate giving, grant writing and/or donation request submission
- 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

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- Strong interpersonal skills with flexible and outgoing personality
- Strong organization and time management skills

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 Form, 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.