

# CORPORATE AMBASSADOR

## Volunteer Position Description



### **Summary**

As the Corporate Ambassador for the local chapter of The Shoebox Project for Women, you will be assisting your Local Coordinator or Corporate Coordinator in implementing 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 Corporate Ambassador, 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
- Work closely with the Local Coordinator or Corporate Coordinator and other Corporate Ambassadors in helping educate corporate partners on the correlation between women and homelessness in your community
- Attend regular meetings/check-ins with team members for corporate outreach plan and schedules
- Aid in forming new and retain existing relationships with local businesses/corporations through networking and general community outreach as laid out by the Corporate Coordinator or Local Coordinator of your Chapter
- Facilitate “Lunch & Learn” sessions or other presentations with local corporate businesses agreed upon with Corporate Coordinator or Local Chapter Coordinator
- Help facilitate corporate fundraising initiatives and aid in the logistics of corporate shoebox events
- Help support other new Corporate Ambassador volunteer team members with their training and initiatives

### **Qualifications:**

- Interest in issues related to women’s homelessness and desire to give back to your community
- Previous experience with charitable organization corporate giving initiatives an asset
- Previous experience in facilitating presentations an asset
- 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/delivering presentations
- Ability to work independently as well as in a team environment
- 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.

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**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 drive 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 or Corporate 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.***