

Administrative Assistant

Volunteer Position Description



Summary

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

Duties & Responsibilities:

- Attend regular meetings during off months (February to September) and on a weekly basis during campaign months (October to January)
- Help your chapter educate the local community on the correlation between women and homelessness in your region to help gain support
- Working closely with the Local Chapter Coordinator, assist with general administrative duties including managing Shoebox chapter emails, distributing communications to team members, maintaining chapter spreadsheets and tracking forms to ensure they are current and completed in a timely manner
- Work closely with the HQ Administrative Assistant to provide completed spreadsheets and tracking forms by agreed upon deadlines
- If the Chapter runs as a committee format you may be asked to organize and attend committee meetings, take and distribute meeting minutes and provide summaries of the chapters accounts summaries

Qualifications:

- Interest in issues related to women's homelessness and desire to give back to your community
- Excellent verbal & communication skills with previous experience leading volunteers
- Computer savvy (specifically Google based applications), comfortable communicating via gmail
- Ability to work independently as well as in a team environment with fellow volunteers
- Strong record management skills with experience in basic excel/google sheets applications
- Strong interpersonal skills with a flexible and outgoing personality
- Strong organization and time management skills with ability to meet deadlines

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

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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 the Chapter's Local 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.