

NOTE CARD WRITER

Volunteer Position Description



Summary

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

Duties & Responsibilities

- Work closely with the chapter coordinator to assist in creating personalized note cards for each Shoebox gift we procure.
- You will be responsible for ensuring the quality of the notes are neat and clear and aims to connect the recipient to her community, reduce her feelings of isolation and enhance her self-esteem.
- Ability to come up with creative ideas for note card design and implement ideas

Qualifications

- Interest in issues related to women's homelessness and desire to give back to your community
- Creative and Crafty
- Excellent verbal & communication skills
- Exceptional penmanship and attention to detail a must
- Creative mindset with ability to meet our Shoebox drive deadlines

Technology Capabilities Requirement: N/A

Screening Requirements: None

Time Commitment: 2-5 hours per month during drive season

Duration: Can be a one-time opportunity or span the whole drive duration

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.