



Seeking Volunteers for The Shoebox Project USA

About The Shoebox Project:

The Shoebox Project for Women is a 501c3 public charity that collects and distributes gift-filled Shoeboxes to local women impacted by homelessness. Each thoughtfully created and decorated Shoebox is filled with a message of support and items valued at \$50, which can enhance self-esteem and reduce feelings of isolation. The Shoebox Project was founded in 2011 in Toronto, Canada and has since distributed approximately 180,000 Shoeboxes. The organization is still in its infancy in the USA, but due to overwhelming support, it is rapidly expanding.

Volunteer Roles:

We are now seeking 2-4 volunteers based in New York City, to assist with the day-to-day operations of the charity. Duties may include:

- Administrative tasks – writing correspondence, data entry, mailings
- Social media & digital marketing
- Supporting corporate and community partners
- Volunteer coordination & fundraising
- Research and evaluation

Requirements:

Apply now if you have...

- Excellent verbal and written communication skills
- Exceptional organizational skills and attention to detail
- Proficiency using Google Applications, Microsoft Office Suite (Word, Excel) and social media
- Knowledge of, or interest in, issues affecting women impacted by homelessness
- Capable of maintaining strict confidentiality of records and information
- Ability to work independently with limited supervision
- Access to a computer and willingness/ability to communicate with staff on a regular basis

Volunteers will be asked to contribute between 10-20 hours per month for a minimum of one year. Hours are flexible and volunteers will be working remotely.

To Apply:

Please email your resume by **May 10th, 2019** to cynthia@shoebboxproject.com and state your interests and availability. You may be asked to participate in our pre-screening process. Interviews will take place on May 29th at the Centre for Social Innovation.

The Shoebox Project is an equal opportunity employer committed to diversity and welcomes all interested parties to apply. We sincerely thank all those who apply, however only those considered for an interview will be contacted.

THE SHOEBOX PROJECT FOR SHELTERS
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