



Volunteer, The Shoebox Project USA

The Shoebox Project for Women is a registered 501(c)3 charity that collects and distributes gift-filled Shoeboxes to local women impacted by homelessness in communities across Canada, USA and the UK.

We are now seeking key volunteers to take on the following leadership roles:

- **Fund Development Coordinator**
 - Seeks funding opportunities, writes proposals and grant requests
- **Compliance Officer**
 - Assists with identifying and fulfilling state-by-state regulatory requirements
- **Student Engagement Coordinator**
 - Provides support and leadership to youth and student groups of all ages
- **PR Coordinator**
 - Promotes campaigns, helps to secure media coverage and grow brand awareness

Apply now if you have...

- Significant and proven expertise in the area for which you are applying
- Excellent verbal and written communication skills
- Exceptional organizational skills and attention to detail
- Proficiency using Google Applications, Microsoft Office Suite (Word, Excel), social media
- Knowledge of, or interest in, issues affecting women who are homeless or at risk
- Capable of maintaining strict confidentiality of records and information
- Impeccable time-management skills; ability to work independently with limited supervision

Key national volunteers will be asked to contribute between 15-20 hours per month for a minimum of one year. Scheduling is flexible and work will be done remotely. Our USA headquarters is located in New York City, however applicants who live outside of NYC may be considered. The Planning Committee will report to, and work in close collaboration with, the Executive Director based in Toronto, Canada.

How to Apply:

- Send your resume, a brief introduction email, and a link to your LinkedIn profile (if available) to volunteer@shooboxproject.com by February 29, 2020.
- Include your position of interest in the subject line



- Please only apply to a maximum of 2 positions

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.

For more information on The Shoebox Project, please visit shoeboprojectusa.org