

Volunteer Position

1 Development Administrator

About the Role

This position is part of the campaign team, working directly with volunteers and staff to ensure the smooth running of the program and its related events. We need a keen and resourceful professional who will help us reach our goals and take the program to the next level.

Requirements

1. General knowledge of databases and office software, particularly Excel, is essential.
2. Impeccable written English communications skills are essential for success in this position.
3. Highly organized with exceptional project planning and management skills.
4. Critical thinker who will bring solutions to the table.
5. Demonstrated ability to juggle and prioritize multiple projects with competing priorities.
6. Customer service oriented, with a dependable and professional work ethic.
7. Able to work well in a team and independently, as appropriate.

2 Executive Assistant

About the Role

1. Secretarial and Administrative Support: Organizes and manages all the correspondence on executive's behalf, reviews correspondence (emails, letters, agendas etc.) determines significance and routes to appropriate party in a timely and efficient manner.
2. Time Management and Meetings: Manages executive and/or other assigned leaders' calendars and/or emails; manages own time; schedules and coordinates meetings, travel arrangements etc. Prepares agendas and other materials for meetings; attends meetings and acts as recording secretary and ensures accurate minutes are compiled and distributed within established timeframes. Manages action item lists from meetings. Assists with the coordination and planning of corporate events, planning sessions or meetings, as required.
3. Service Delivery: Screens and responds to phone, e-mail and other communication channels of the executive. Follows-up and resolves issues and/or enquiries where possible and keeps executive apprised of outstanding items that require attention. Interacts with members when appropriate, documents complaints and develops a suggested course of action.

Requirements

1. Expert in Microsoft office applications including Word, Excel and PowerPoint
2. Demonstrated strong communications skills with the ability to communicate verbally and in writing with a wide variety of people
3. Prove ability to organize and manage workload effectively

3 Promotions and Events Coordinator

About the Role

1. Social Networking, regularly uses social media sites such as Facebook, Twitter, and Instagram, etc
2. Advertising, assist in creating ads, mail outs, flyers and coupons, etc
3. Web Site
4. Newsletters

Requirements

1. Know about event planning and social media strategies
2. Good written and oral communication skills
3. Marketing or Communications graduate is a plus

4 Volunteer writer/Editor

About the Role

WEQual is looking for a Newsletter Editor and Writer to put together and publish a monthly newsletter

Requirements

1. Excellent command of English writing, spelling and punctuation
2. Ability to motivate and work with others or the desire to improve yourself in these areas
3. Strong research skills
4. Hands on experience with MS Office
5. Ability to meet deadlines
6. Ability work independently as well as part of team.
7. An eye for detail along with critical thinking

5 Event Volunteers

About the Role

1. Overseeing the operations of the activities including: logistics scheduling, score keeping, time management of games
2. Organizing teams and ensuring that games start and end on time
3. Ensure that scores are well kept for each game
4. Interact with players in a professional manner

Requirements

1. Proven experience as an events organizer
2. Impressive portfolio of previously managed events (weddings, meetings, parties, corporate events)
3. Excellent time management and communication skills
4. Sales skills and ability to build relationships with participants
5. Ability to manage multiple projects independently
6. MS Office proficiency
7. Willing to submit references from previous clients