



24959 ALOUETTE ROAD, MAPLE RIDGE, BC V4R 1R8

Tel: 604.467.6401 Fax: 604.467.6478

sophie@alouetteriver.org

www.alouetteriver.org

Volunteer Membership Assistant Needed!

We are currently looking to engage **creative, focused** and **enthusiastic** volunteers who will involve local community and businesses in supporting ARMS mission and strategic goals. **Membership** is a very important and influential tool to have as a non-profit organization and therefore ARMS is looking for a **volunteer membership assistant** to strengthen and engage the relationship with existing members and increase opportunities for new membership. **We offer training** and learning opportunities, regular communication, space to provide input and feedback, leadership opportunities and our great appreciation in many forms!

Qualifications:

- Outgoing, enthusiastic and mature
- Ability to build strong relationships with new people and organizations
- Detail-oriented with excellent time management skills
- Strong interpersonal skills
- Works well independently and as part of a team
- Knowledge of Microsoft Office suite of programs, including Word, Excel and Outlook
- Experience working with a non-profit is considered an asset

Volunteer Membership Coordinator:

- Connect with local businesses for potential partnerships/sponsorships/memberships
- Assist with coordinating one event at ARMS, or another suitable location, to engage existing members
- Gain 25 new members by the end of project term.

Time Commitment:

Approximately 4 hours per month between Feb 2019 – Dec 2019 (total of approx. 60 hours). Hours are flexible and can be completed in office or from home on your own schedule.

Link to Mission:

At the Alouette River Management Society, we're on a mission to proactively protect and improve the Alouette Watershed and surrounding areas by creating a healthy environment which connects parks, trail systems, public centres and waterways and volunteers are essential to helping us deliver on that mission.

By volunteering, you can:

- Explore your passion for nature and the environment
- Learn and gain hands-on experience and share your skills

- Make a difference and give back to your community
- Get outside, be active and have fun working with others
- Be part of an amazing non-profit, charitable organization located in beautiful Maple Ridge, British Columbia.

Benefits and Recognition:

- Receive valuable employment experience in fundraising and event planning, leadership and marketing
- Enhance your communication skills
- Contribute to the community by working for a charitable not-for-profit organization
- Further advance ARMS' mission of raising public awareness
- Gain a letter of recommendation, reference on LinkedIn and credit on any materials produced and recognition in the ARMS newsletter which goes out to over 300 individuals and groups
- Support for your learning objectives throughout the project duration

Contact:

- Email sophie@alouetteriver.org if you are interested in this volunteer opportunity