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## **Volunteer Fundraising Assistant Needed!**

We are currently looking to engage a number of **passionate, outgoing and enthusiastic** volunteers who will involve local community and businesses in supporting ARMS mission and strategic goals. **Fundraising** is an important source of income for ARMS and therefore we are looking for a **volunteer fundraising coordinator** to strengthen our fundraising activities and directly contribute to increasing organizational resources supporting on-the-ground environmental programs. **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
- Fundraising and/or event planning experience preferred
- 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
- Volunteer experience or experience with a non-profit is considered an asset

### **Volunteer Fundraising Coordinator:**

- Connect with local businesses for potential sponsorships for specific ARMS programs
- Plan and implement one fundraising activity with the goal to raise \$1000 by the end of project term

### ***Time Commitment:***

Hours are flexible and can be completed in office or from home on your own schedule. Approximately 4 hours per month between Feb 2019 – Dec 2019 (approximately 50 hours).

### **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.

**Accountability:**

- Volunteer will be responsible to the Executive Director and will co-ordinate with the Environmental Projects and Communications Manager.
- Criminal records check will need to be completed for all successful volunteers.

**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:**

- If interested email Sophie Smith at [sophie@alouetteriver.org](mailto:sophie@alouetteriver.org)