

**Overall Purpose:** *Power To Be* is a non-profit organization that creates access to nature for youth, families, and adults living with cognitive, physical, financial, and social barriers. We support the discovery of limitless abilities through nature-based programs. We have recently opened the doors to a purpose-built, lake-front facility, designed with intention and holding at the center our values of inclusion, the environment, and community. This is an opportunity to be part of impactful and lasting societal change.

The Advancement Admin Volunteer will assist our team with the administration of our Year End Campaign, one of our key fundraising events of the year. We are looking for an organized individual who is personable, a strong communicator and works well in a team. This is a dynamic position which may include research, data entry, and communication with our donor community.

**SPECIFIC ROLE RESPONSIBILITIES:**

**Administration**

- Draft fun promotional text for auction packages and other communications
- Maintain SharePoint folders and update Excel tracking documents
- Support communications with external stakeholders for multiple campaign activities
- Upload information and photos onto auction platform
- Item packaging and shipping
- Data entry and research

**People**

- Be in regular communication with direct supervisor; assist other staff with their responsibilities as needed.
- Use discretion and be professional while handling confidential information.
- Contribute to a positive and dynamic working culture congruent with *Power To Be's* values.
- Adhere to all *Power To Be* policies and guidelines, and applicable legislation as they relate to staff and volunteer practices.

*Performs other related duties as interested*

**Role Requirements:**

The successful candidate will...

- Be personable, organized, and professional
- Be a strong communicator, friendly, and a team player who is aligned to *Power To Be's* mission and values.
- Be familiar with the Microsoft Office suite, specifically Outlook, Word, Sharepoint and Excel
- Provide proof of full vaccination against Covid-19

As per the Ministry of Justice requirements for organizations that work with vulnerable populations, A Criminal Record Check (CRC) and Criminal Record Review Act Check (CRRRA) will be required.

**Particular Working Conditions:** The position requires weekday availability during our normal business hours (9:00am-5:00pm). Our office is in a rural area with no public transportation, volunteers must have their own means of transportation. In consideration of the mission we serve, it is preferred that the Advancement Admin Volunteer enjoys an active lifestyle and has aligning values with Power To Be.

**Location:** Prospect Lake (Victoria, BC)

**Reports to:** Advancement Coordinator

**Hours:** October – December. Shifts to be determined based on availability. Ideally the volunteer will be able to commit to 4-6 hours per week.

**To Apply:** Complete our application form and upload your resume [here](#)