

Overall Purpose: *Power To Be* is a local non-profit organization that empowers people living with disabilities or barriers to explore their limitless abilities through inclusive adventures rooted in nature. The Advancement team collectively works to further the impact and objectives of the organization through fundraising events and initiatives.

The Advancement Support volunteer will provide support to the Advancement team through administrative duties including data management in our client management system Salesforce. This position may also include research, donor recognition, and/or fundraising event assistance.

SPECIFIC ROLE RESPONSIBILITIES:

Administration

- Update contact and fundraising information in Salesforce
- Update Excel tracking documents
- Attend Advancement's revenue meeting on Tuesday morning

People

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

Performs other related duties as interested.

Role Requirements

Ideally, the successful candidate will:

- Have related work, educational or volunteer experience in fundraising, communications and/or development
- Be personable, organized, detail-oriented and able to work well in a team environment
- Be familiar with the Microsoft Office suite, specifically Outlook, Word, Sharepoint and Excel
- Have previous experience with databases, specifically Salesforce
- Provide proof of full vaccination against COVID-19



Role Description ADVANCEMENT SUPPORT VOLUNTEER

Particular Working Conditions

- Our office is in a rural area with no public transportation, so volunteers must have their own means of transportation
- As this position will utilize internal management tools, the candidate will be asked to complete all volunteer work on a Power To Be computer.
- In consideration of the mission we serve, it is preferred that the volunteer enjoys an active lifestyle and has aligning values with Power To Be
- As per the Ministry of Justice requirements for organizations that work with vulnerable populations, a Criminal Record Check (CRC) and Criminal Records Review Act Check (CRRA) will be required.

Location: Prospect Lake Office (4633 Prospect Lake Road, Victoria, BC)

Reports to: Advancement Coordinator

Hours: Minimum 4-month commitment. Ideally this volunteer will be able to commit to 2-4 hours shifts each Tuesday

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