

Scleroderma Canada/Ontario Volunteer Positions

Administrative Volunteer: Role Overview:

The Administrative Volunteer plays a crucial role in supporting the operations of Scleroderma Canada and Ontario. This position involves managing and organizing various administrative tasks to ensure the efficient functioning of the office and contribute to the success of the organization's mission.

Responsibilities:

File and Document Management:

- Organize and maintain physical and digital files, ensuring easy accessibility.
- Create and update filing systems to facilitate efficient document retrieval.
- Assist in the categorization and archiving of documents for future reference.

Data Entry and Database Management:

- Input and update data in databases, ensuring accuracy and completeness.
- Conduct regular data audits to identify and rectify inconsistencies.
- Collaborate with team members to maintain a well-organized and up-to-date database.

Administrative Support:

- Assist in scheduling and coordinating meetings, ensuring timely communication.
- Provide support in drafting and proofreading correspondence, emails, and other written materials.
- Contribute to the preparation of reports and presentations as needed.
- Help maintain office supplies and ensure proper inventory levels.

Collaboration and Communication:

- Work closely with team members to ensure seamless workflow.
- Communicate effectively with staff to understand and address specific administrative needs.
- Collaborate with other volunteers and team members to enhance overall efficiency.

Qualifications:

Strong organizational skills and attention to detail.

Proficient in basic computer applications (Microsoft Office suite, Google Workspace).

Excellent communication and interpersonal skills.

Ability to work independently and collaboratively within a team.

Commitment to the mission and values of Scleroderma Canada and Ontario.

Benefits:

Gain valuable experience in administrative tasks within a non-profit organization.

Contribute to the success of a mission-driven organization dedicated to making a positive impact.

Develop and enhance organizational and communication skills.

How to Apply: Interested candidates are invited to contact karol@scleroderma.ca .

Role Overview: In person event volunteer

The In-Person Event Volunteer is a vital member of our team, contributing to the success of events by providing assistance with set-up, operation, and clean-up activities. This role is ideal for individuals who enjoy working in dynamic environments, ensuring that events run smoothly and attendees have a positive experience.

Responsibilities:

Set-up and Decoration:

- Assist in the preparation and arrangement of event spaces, including decorating designated areas.
- Collaborate with the event coordinator to ensure all elements are in place for a visually appealing and functional setup.

Event Oversight:

- Work to oversee and assist with the smooth operation of specific activity stations during the event.
- Address any issues or challenges that may arise, ensuring a seamless experience for both volunteers and attendees.

Take-Down and Clean-Up:

- Participate in the efficient dismantling of event spaces after the conclusion of the event.
- Assist in cleaning and restoring the venue to its original state, leaving no trace of the event.

Guest Interaction:

- Greet guests upon arrival, providing a warm and welcoming atmosphere.
- Offer information about the event, its schedule, and any special activities, ensuring attendees feel comfortable and informed.

Registration and Ticket Sales:

- Support the registration process by assisting with check-in procedures.
- Facilitate ticket sales or distribution as needed, ensuring accurate record-keeping.
- Provide guidance to attendees on event logistics and answer any inquiries they may have.

Qualifications:

Enthusiastic and friendly demeanor.

Ability to work collaboratively in a team and take direction from event coordinators.

Strong communication and interpersonal skills.

Comfortable with physical activities and standing for extended periods.

Flexibility to adapt to changing event dynamics.

Benefits:

Gain hands-on experience in event coordination and management.

Contribute to the success of events that support our organization's mission.

Networking opportunities and the chance to engage with diverse audiences.

How to Apply:

Interested candidates are invited to email: karol@scleroderma.ca

Role Overview: Social Media Volunteer

The Social Media Volunteer plays a crucial role in enhancing the online presence and engagement of both Canada and Ontario by actively managing and curating content for our social media platforms. This position is ideal for individuals passionate about creating compelling digital content and fostering meaningful connections with our online community.

Responsibilities:

Content Creation:

- Develop and curate engaging posts, graphics, and videos aligned with content calendars provided.
- Create visually appealing and informative content for various social media platforms, including Facebook, Twitter, and Instagram.

Platform Management:

- Monitor and manage social media channels to ensure consistent activity and engagement.
- Stay updated on platform trends and best practices to optimize content for each platform.

Audience Engagement:

- Respond promptly to comments, messages, and inquiries on social media platforms.
- Foster positive and interactive discussions, encouraging community engagement.

Qualifications:

Strong creative and writing skills.

Familiarity with major social media platforms (Facebook, Twitter, Instagram).

Ability to create visually appealing graphics and videos.

Excellent communication and interpersonal skills.

Enthusiasm for social media trends and digital content creation.

Benefits:

Gain practical experience in social media management and content creation.

Contribute to the growth and visibility of our organization across digital platforms.

Networking opportunities within the social media and digital marketing space.

How to Apply:

Interested candidates are invited to email: karol@scleroderma.ca