

Volunteer Opportunity:

Staff Assistant

Purpose of Position	To assist all CPAWS staff members through a wide variety of tasks.
Duties & Responsibilities	<p>The successful applicant will complete a variety tasks in the areas of events, outreach, volunteer management, conservation work, and education. Examples of the agreed-upon tasks include but are not limited to:</p> <ul style="list-style-type: none"> - Preparing event materials (eg. table settings, auction items) - Updating the CPAWS database. - Assisting with the intake of Capture the Wild photo contest entries. - Restocking teacher kits for education programs. - Providing feedback for education programs, event development, outreach materials etc. - Assisting with the promotion of chapter meetings. - Assisting appropriate staff members to contact monthly donors and volunteers where necessary. - Opportunity to volunteer at stewardship, special and outreach events.
Time Requirements	<p>2 to 4 hours per week (flexible). Expected commitment: minimum 6 months.</p>
Skills & Other Requirements	<p>The successful applicant should be;</p> <ul style="list-style-type: none"> - Willing to be flexible and take on a diverse array of tasks. - Highly organized, detail-oriented and efficient. - Outgoing and outspoken, willing to talk to new people/the public if necessary. - Can act as a respectable representative of CPAWS. - Passionate about conservation and environmental issues. - Open to receiving and giving feedback. - Polished communication skills (spoken and written) are an asset. <p>Other Requirements</p> <ul style="list-style-type: none"> - Must be able to visit the CPAWS office on a weekly or bi-weekly basis for 2 to 4 hours.
Orientation & Training	<p>General volunteer orientation. In addition, full orientation to CPAWS staff and offices. Additional training related to special programs, such as the Capture the Wild Photo contest will be provided as needed.</p>
Work With	<p>The successful applicant will work with all staff members. In addition the successful applicant will meet monthly with the Outreach Manager to discuss progress and provide mutual feedback on the position and agreed upon tasks.</p>
Benefits to Volunteer	<p>The experience gained through this position will be diverse and transferable to a number of paid and volunteer positions in the environmental/non-profit sector. A reference letter will be provided upon the completion of the agreed upon time commitment (minimum 6 months). In addition, you will play a much-needed and vital role in the heart of the CPAWS Calgary/Banff Chapter.</p>
To apply	<p>Please send a cover letter and resume with a completed CPAWS volunteer application to the Outreach Manager. Please be prepared to provide at least one reference.</p>