



Volunteer Opportunity

U.K. Expansion Coordinator
London, UK

The Shoebox Project for Women is thrilled to be expanding to the United Kingdom and is recruiting a highly-skilled leadership volunteer to manage the day-to-day operations of the charity.

Applications will be accepted until August 21st, 2019

The objective of this exciting volunteer position is to ensure a smooth UK launch by developing community connections, promoting the charity, recruiting & supporting volunteers, coordinating the distribution of shoeboxes, and fundraising/sponsorship initiatives.

This volunteer role has the potential of becoming a Part-Time Paid Contract Position in late 2020.

Please send your cover letter and resume to cynthia@shoebboxproject.com to apply.

About The Shoebox Project for Women

The Shoebox Project collects and distributes gift-filled Shoeboxes to women impacted by homelessness. Each Shoebox is filled with practical items and special treats valued at £35 that can enhance self-worth and reduce social isolation for a woman in need. A gift from The Shoebox Project is a powerful gesture of kindness that many women accessing shelters and homelessness services do not often experience. It serves as a simple pick-me-up during a difficult season; a priceless reminder that they are an important member of society who remains worthy of nice things, and most importantly, that they are not alone.

The Shoebox Project for Women launched in 2013 as a registered charity in Canada. The charity expanded to the United States in 2017, and as of Spring 2019, it is now a registered charity in the United Kingdom. **We are in the process of setting up a Local Chapter in London, UK for the upcoming 2019 holiday season and we are in-search of the right non-profit professional to join the SBP team.**

Tasks & Responsibilities (non-exhaustive)

This is a remote volunteer role that works closely with The Shoebox Project Head Office in Toronto, Canada. The ability to work independently and provide accountable leadership is a must-have.

- Recruit and manage a small committee of volunteers to implement a Holiday Season Shoebox Gift Drive in London, UK in 2019



- Respond to inquiries from community members, supporters, donors and corporate groups wishing to get involved
- Ensure that necessary documentation is submitted by volunteers by agreed upon deadlines
- Ensure that volunteers have access to all the tools they need to run an effective Shoebox drive
- Engage in timely, effective and routine communication with volunteers to ensure inclusion and continued volunteer satisfaction.
- Ensure timely reporting of outcomes of activities to SBP management
- Ensure volunteers and donors are thanked and appreciated for their commitment and efforts.
- Promoting the mission and national activities of The Shoebox Project in the UK

Time Commitment & Availability

This remote volunteer position is a high-level leadership role which will require a minimum 10 hours of volunteering per week (flexible scheduling). Weekday availability is highly preferred to accommodate working hours of community agencies.

Additional hours may be required during November & December.

Qualifications

- Post-Secondary Education in a related field is preferred
- 5-8 years of related work and/or volunteer experience
- Knowledge of, or interest in, issues affecting women who are homeless or at-risk
- Experience providing leadership to a team of volunteers or staff
- Excellent communication, attention-to-detail, and time management skills
- Computer & internet savvy; ability to communicate professionally through email, navigating tools in Google Suite, and using social media
- Ability to maintain strict confidentiality of information and maintain firm boundaries
- This position requires the volunteer to use their own laptop, internet, and phone. Other reasonable expenses incurred will be reimbursed.

Benefits

- Get involved at a grassroots level to grow The Shoebox Project in your community and inspire others to get involved with this quickly expanding international charity
- Engage in networking, training, and leadership opportunities
- Join a great team of professionals committed to making a difference in the lives of women
- Volunteer Involvement Confirmation Letter Provided upon request, Reference Letters provided based on successful completion of SBP goals

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Thank you for your interest in getting involved with The Shoebox Project for Women!