

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.

Pain Points:

- **Time Sensitivity:** Balancing multiple tasks within limited time frames can be challenging. The volunteer may need to prioritize tasks effectively to meet deadlines.
- **Data Accuracy:** Ensuring data accuracy is crucial for the organization's success. The volunteer must pay close attention to detail during data entry and management processes.
- **Communication Challenges:** Clear and effective communication is essential for successful collaboration. The volunteer may encounter challenges in coordinating with team members and conveying information accurately.
- **Adaptability:** The administrative volunteer may need to adapt to evolving priorities and tasks as assigned by the team. Flexibility and a proactive approach to new challenges are key.

- Document Organization: Managing a variety of documents and files may pose organizational challenges. The volunteer should develop efficient systems to categorize, store, and retrieve information easily.

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.

In Person Event Volunteer:

Role: The In-person Event volunteer will help us at the event with set up, overseeing, or helping specific stations run their activity, take down and clean up.

Responsibilities:

- Help with set-up, decoration, and breakdown of event spaces.
- Greet guests, provide information, and ensure a welcoming atmosphere during events.
- Support with registration, ticket sales, and attendee management.

Full role: Role Overview: In person 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.

Pain Points:

- **Physical Demands:** The role involves physical activities such as lifting, arranging equipment, and standing for extended periods. Volunteers should be prepared for moderate physical exertion.
- **Quick Decision-Making:** Events can be dynamic, requiring on-the-spot decision-making to address unexpected challenges. Volunteers must be adaptable and quick-thinking.
- **Guest Engagement:** Ensuring a positive and engaging atmosphere for guests may pose challenges, especially during peak event times. Volunteers should be adept at managing guest interactions effectively.
- **Time Sensitivity:** Events may have strict timelines, and volunteers should be punctual and efficient in completing tasks within designated timeframes.

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.

Social Media Volunteer:

Role: The social media volunteer will help increase both Canada and Ontario's online presence and engagement by managing our social media platforms and creating compelling content.

Responsibilities:

- Create engaging posts, graphics, and videos to share across various social media platforms (e.g., Facebook, Twitter, Instagram). Based on the content calendars provided
- Monitor social media channels, respond to comments, messages, and inquiries promptly.

Full role: Social Media Volunteer

Role Overview:

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.

Pain Points:

- **Content Consistency:** Maintaining a consistent and engaging content calendar can be challenging. Volunteers must adhere to content schedules and be creative in developing content that resonates with the audience.
- **Timely Responses:** Monitoring and responding to comments, messages, and inquiries require timely attention. Volunteers should be proactive in addressing audience interactions promptly.
- **Platform Variability:** Each social media platform has unique features and requirements. Volunteers need to adapt content to suit the specific nuances of each platform effectively.

- Creativity and Innovation: Developing compelling content that stands out in a crowded digital space can be challenging. Volunteers should be creative and innovative in their approach to capture audience attention.

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 contact Kylie@scleroderma.ca and/or fill out our form [HERE](#).