

VOLUNTEER SUBCOMMITTEE RECRUITMENT DESCRIPTIONS

Skills needed for all positions:

- Strong communications skills – written and oral
- Attention to detail
- Organized
- Ability to deal quickly with time sensitive material
- Ability to work independently and as part of a team

Closing Date for all positions: July 13, 2018 @ 4PM

If interested, please submit your (1) volunteer application form, (2) cover letter and (3) resume to melody.li@hctoronto.org by the application deadline.

HCT is committed to accommodating applicants with disabilities up to the point of undue hardship during the recruitment, assessment and selection process. Please notify HCT if you require accommodation in respect of the materials or procedures used at any time during this process. If you require accommodation HCT will work with you to determine how to meet your needs, please contact melody.li@hctoronto.org.

SPONSORSHIP TEAM (OPEN)

- Coordinate consultation and assist the sponsorship co-chairs in developing and maintaining the relationship with current and potential sponsors

Primary Responsibilities

- Work closely with Sponsorship Co-Chairs and Subcommittee
- Ability to advise on and develop messaging appropriate to the particular initiative/project/audience
- Research and organize eligible grants, synthesize and articulate complex information in a clear and logical fashion
- Report writing and editing skills for writing letters as well as grant applications for Homeless Connect Toronto, with regular guidance and advice from Sponsorship subcommittee members

Time Commitment: Ongoing throughout the year

SERVICES TEAM – DAY-OF COORDINATORS (OPEN)

- Are you detail oriented and can help with making sure day-of operations for clothing, hair and foot care stations run smoothly?
- Point-of-contact person for stations (hair, foot care, comfort kits) on event day

Primary Responsibilities

- Ongoing communication and troubleshooting with Service Providers
- Recruit new service providers
- Lead contact for specific area of support (clothing, hair, foot care) on event day
- Required to communicate with service providers associated with your station prior to and on event day.

Time Commitment: Monthly meetings – starting from September 2018; On-going for 2 months before event

COMMUNICATIONS TEAM – WEBSITE/SOCIAL MEDIA (OPEN)

- Responsible for creating content and posts for our website, newsletters, Facebook, Twitter, Instagram, and email marketing platforms

Primary Responsibilities

- Create content and updating posts for our website (e.g., updates, announcements, sponsor logos, etc.)
- Upload content for Facebook and Twitter with relevant content and/or photos
- Manage email marketing list
- Help create and distribute a monthly/bi-monthly email newsletter
- Prepare status reports on social media efforts and success rates

Time Commitment: On-going year-round; most activity 3 months before the event