



Volunteer Position Description

Administrative Support Volunteer- Be Cruelty Free Campaign

<i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i>	
Work Location	Montreal/Remotely
Position Grade	1 ; background check not required
Purpose of the Position	Increase the Campaign Manager's capacity to meet his/her goals by providing administrative support.
Volunteer Responsibilities	<ul style="list-style-type: none"> • Provide general administrative support including filing, data entry, assistance with mailings, updating excel spreadsheets, and photocopying, etc. • Help organize and put outreach materials together
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 1; the work occurs in an office/home office setting • Mental difficulty is level 3; requires strong communication skills and the ability to work independently and use good judgment • Emotional difficulty is level 2; volunteers may be exposed to some emotionally-distressing issues at a minimal level
Expected Environmental Conditions	Workspace is a home office environment.
How Often Volunteers Work On-site	Work may be on-site at the HSI/Canada office or may be from the volunteer's own home.
Orientation/Training	Volunteers attend an orientation and are trained on the particular aspects of their role.
Learning Opportunities	<ul style="list-style-type: none"> • Knowledge of HSI/Canada and how the work of the Canadian Office department fits into the larger picture of animal protection • Develop or strengthen office, customer service, problem-solving, time management and organizational skills
Position Start Date	Ongoing
Initial Minimum Commitment	Volunteers commit to work for a minimum of three months, 1-2 hours per week; there is an expectation that people fulfill the commitment made by mutual agreement with Campaign Manager at the outset of their volunteer work.
Scheduling Guidelines	Flexible; volunteers will work out a schedule with state director
Qualifications/Requirements for Volunteer Applicants	<ul style="list-style-type: none"> • Strong communication skills • Able to learn and demonstrate a familiarity with HSI/Canada's programs • Able to understand Humane Society International/Canada policies and positions and able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing HSI/Canada • Able to learn and demonstrate a familiarity with HSI/Canada's major campaigns and mission • Office experience helpful

Restrictions	<ul style="list-style-type: none"> • Volunteers must be at least 18 years of age; exceptions to this will be made at the discretion of the Campaign Manager • Access to a computer with Microsoft Office Suite and internet access is necessary dependent upon work assigned • Must learn and follow all guidelines and policies of HSI/Canada, and follow directions • Must submit the required paperwork before being assigned
Tools/Equipment Provided (including Personal Protective Equipment)	n/a
Optional Tools/Equipment	n/a
Supervisor(s)	Campaign Manager, Research & Toxicology, Aviva Vetter: avetter@hsi.org ; Office & Volunteer Manager, Mary-Helen Paspaliaris: mpaspaliaris@hsi.org
Number of Concurrent Volunteer Openings	1
Additional Information	
Updated	02/02/2017