



Administrative Volunteer

Brown Bagging for Calgary's Kids (BB4CK) works to connect and inspire people to take meaningful action to feed and care for kids. Each school day we provide healthy lunches to hungry kids, and we empower communities to create lasting social change.

Impact: Administrative Volunteers, by providing administrative assistance, allow staff the opportunity to focus on increasing our community engagement and through this, advance our goal of making sure no kids go hungry. This role also allows volunteers to gain valuable administrative experience.

Role: Administrative volunteers are scheduled regularly on Tuesdays and on other weekdays on an as-needed basis; volunteer needs for this role fluctuate throughout the year. This position requires a commitment of at least 2 two-hour shifts per month. Training is provided on-site – no prior training is required. The location is the CommunityWise building, suite 310, 223 - 12th Avenue SW.

Responsibilities:

- Office volunteers will help with various tasks including but not limited to: updating contact information; assisting with thank you cards; donor stewardship, including making thank you phone calls and sending thank you emails; confirming volunteers by email; helping with tax receipts and other mailing; photocopying; and helping with special projects or other office tasks.
- BB4CK's offices are on the third floor of the CommunityWise building, with no elevator access. Volunteers will be required to use the stairs to access BB4CK office spaces.

Qualifications: Administrative Volunteers will be proficient with computers, familiar with the MS Office suite, have strong attention to detail, and be able to work independently.