

## General Office Volunteers, The Second Chance Foundation

Job Title	General Office/Event Planner/Fund Raiser	Job Category	Non Profit
Group	Office	Job Type	Long Term (3-4 months)
Location	The Second Chance Foundation Office Main floor 3171 Eglinton Ave E Scarborough	Position Type	Part Time/Casual Varies by position

### Job Description

#### About The Second Chance Foundation

The Second Chance Foundation is a women-centred organization supporting marginalized, racialized and formerly incarcerated women. **Our Vision:** We believe that all individuals deserve to live a happy, productive and fulfilling life, not defined by the mistakes of their past. **Our Mission:** Our Mission is to support formerly incarcerated women to create positive change in their lives, through our diverse programming and network of resources. **Our Objectives:** We are committed to providing professional development opportunities through our weekly Food Bank, Hot Meals Program and Second Hand Thrift Shop in the hopes of creating a true Second Chance.

#### Roles and Responsibilities:

We are looking for individuals to join our Office team and assist clients in the use of computers, printing and copying, and perform other general office duties. To help with fundraising and with event planning.

- Greet clients and assist as needed, Maintain space.
- Ensure Clients sign in, fill out Covid form and wear proper PPE.
- Assist clients with Computers, Printing, Copying, and referrals to other programs.
- Create Documents in Word, Excel or Power Point (or their equivalent in Libre office).
- Answer telephone and assist client as needed, and respond to office emails as needed.
- Assist with Event planning and Fundraising events, including making appointments, arrangements and advertising.

#### Qualifications:

Able to communicate effectively with diverse people.

Good Computer skills including internet, email and Libre office (equivalent to Microsoft office suite.)

Good Communication skills.

Minor trouble shooting skills with computers and printers.

Reliable team player. Good time management skills

Ability to follow health and safety protocols

Knowledge of Bookkeeping, Social Media skills for promotion and virtual information, knowledge of Word press, and google analytical.

Good correspondence skills for fund raising and event/programming.

#### Additional Notes

No Police Check required. Can be used for High School volunteer hours. If successful with completion of volunteering term, candidate is able to obtain references for future work opportunities. Some positions can be done from home.

Depending on the skill set, it could lead to permanent position.

#### Contact Information:

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