

Resource Development Assistant

This volunteer position involves:

- Contact potential manufacturers/donors via email, telephone or in person (strong focus) scheduling appointments
- Gives presentations to the various manufacturers and companies scheduled accompanied by a staff member
- Assists in the preparation of PowerPoint presentations as required
- Provide assistance to the Researcher (GIK) on products/manufacturers in the Halton-Mississauga Region
- Provide weekly progress updates (post presentations) to the manager

Time commitment:

----- 4-8 hrs/week between Monday and Friday, 9am – 5pm, with a minimum 3-6 month commitment

Additional screening required:

- Intro/information session interview

Training:

Orientation provided

Qualifications/experience necessary:

- Access to vehicle as presentations may be off site
- Comfortable making contacts via phone calls, emails or in person
- Strong presentation skills
- Knowledge of Google applications and Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Detail oriented and strong organizational skills

Locations:

Burlington office

Additional questions regarding this position? Contact:

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