



Volunteer: Development Assistant Job Description

The Crisis Centre of BC is dedicated to providing help and hope to individuals, organizations, and communities. Spanning the spectrum of crisis support, suicide prevention, and postvention, we engage staff and volunteers in a variety of services and programs that educate, train, and support the strength and capacity of individuals and communities.

Position: Development Assistant

As a Development Assistant you will take on a variety of fundraising related roles and responsibilities with the ultimate goal of securing ongoing and sustainable funding for the Centre by:

- Creating donor engagement campaigns
- Enhancing online brand recognition and donor opportunities
- Researching funding opportunities
- Building awareness of third party event opportunities
- Creating campaign that encourage donors to come up with creative ways to give

Qualifications and Skills

We are seeking volunteers with relevant experience in fundraising, development, grant writing, and community engagement. An interest and commitment to the not-for-profit sector is a must, and a passion for building suicide-safer communities and supporting individuals when they are most in need is a requirement.

Specific skills we are seeking:

- Online research skills
- Writing skills
- Engagement planning skills

Experience working with one or more of the following systems is a benefit:

- Google Workspace
- Spreadsheets

Benefits

- Join a team of passionate development and communications professionals who manage nearly \$1 million a year in donations and grants.
- Contribute to the overall success and stability of the Crisis Centre of BC and assist to foster compassionate, connected suicide-safer communities
- Letters of reference available after completing 50 volunteer hours
- Enjoy free coffee / tea provided on site (from our coffee sponsor: Ethical Bean Coffee)
- Meet new people and contribute to your community

Requirements

We are a passionate, committed team that aims to provide stimulating work, a positive team environment, and commitment to wellbeing for all. We take pride in supporting a work-life balance and “talk the talk, walk the walk” mentality. We strive to be accepting, respectful, and non-judgmental.

The team works in a hybrid model of both onsite and remote work. Details are arranged directly with each supervisor and may change depending on circumstances. All volunteers do have access to working onsite at a computer workstation. All volunteers will be required to have their own access to a computer/laptop.

Volunteers commit approximately 3-5 hours per week, depending on the projects and needs.

The successful candidate will be required to submit a current Criminal Record Check/Vulnerable Sector Search to be completed upon offer of volunteer position.

Application Submission

See website for further details.