



BC Schizophrenia Society/MIND Foundation

Event & Fund Development Volunteer

Description:

The MIND Foundation is looking for individuals to assist in raising funds and cultivating member relationships through events and initiatives whose ultimate purpose is to support BC families affected by serious mental illness. Volunteers will be working with staff to work on the planning of special events, including solicitation of gift-in-kind donations. Also, volunteers will be responsible for helping to implement recognition programs for members and for other volunteers.

Benefits:

Volunteers will participate in the management of events and member relations for a nonprofit organization. You will learn about serious mental illnesses and continually work to improve your organizational, writing, computer and interpersonal communication skills. You will work with a supervisor to set short and long term goals for yourself, and will be offering suggestions to improve the program. In addition, you will gain meaningful work experience to put on your resume.

Training:

Training will be provided to volunteers. Volunteers will learn how to use Microsoft Excel, and will practice business-related writing skills. Other training will include basic facts about schizophrenia, as well as information about BCSS & the MIND Foundation. In addition, you will get an accurate and detailed orientation in recording information, and office/phone protocol.

Skills and Experience Required:

Strong writing skills, and a friendly manner. Sense of humour and desire to contribute meaningfully to the work of the BC Schizophrenia Society a must! We're looking for people who have an interest in and willingness to learn about Schizophrenia and be able to answer questions from members of the community. High energy and enjoys working with people.