



## Volunteer Office Assistant

### Summary

Based in the Greater Victoria area? Are you savvy with your admin skills? Good at proof-reading, enjoy working with databases and have a great eye for detail? You might be interested in being our next Office Assistant! This is a flexible position for one person, working approximately 2-4 hours per week (for a 3-month period). Help make the ImmUnity Canada office activities run smoothly by providing valuable support as part of our team!

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### Mission

We empower Canadians impacted by immunodeficiency disorders to live well through education, support, advocacy, community-building, and research.



## Vision

All Canadians with immunodeficiency disorders have access to the resources they need to thrive.

## Values

Our values are: community, equity, inclusiveness, empowerment, excellence and innovation.

## Volunteer Philosophy

Volunteers are a key element and vital part of the Immunodeficiency community and Immunity Canada. You have been integral to our organization from the very start, helping to shape our present and future needs, and ensuring that our mission and vision are actualized. Collaborating together, our volunteers help us to create a community where everyone feels welcomed, heard, supported and empowered to live their best life possible. We welcome volunteers from all walks of life, and will help you to overcome barriers to feel included in our community.

## Core experiences

Working as an Office Assistant you may be:

- ★ Supporting mailouts to members, including printing, writing addresses, putting stamps on and sending them
- ★ Organizing fundraising packages for members
- ★ Responding to member inquiries and updating the database
- ★ Sorting and filing historic documents
- ★ Providing support sending out educational materials to newly diagnosed patients
- ★ Supporting our Marketing Coordinator with online social meetups for members.
- ★ Transferring member data from spreadsheets to our online database
- ★ Writing holiday and thank-you cards for volunteers and donors

## Experience, skills, qualities and equipment needed

This role would suit someone who:

- ★ Is over 20 years of age
- ★ Enjoys meeting new people



- ★ Has good written and verbal communication skills
- ★ Is well-organized
- ★ Is empathetic and compassionate
- ★ Feels comfortable using Zoom, or willing to be trained on how to use it
- ★ Is able to send emails, and willing to be trained in necessary software/databases

## Onboarding/Training Provided

As a new volunteer, you will receive an ImmUnity Canada volunteer handbook, which contains some useful information about the organization, our policies and your rights and responsibilities. We will also provide you with an orientation and any training necessary to enable you to complete your tasks to the best of your ability. We will provide staff support for any issues that arise.

## Benefits to you as a Volunteer

At ImmUnity Canada, we gain a great deal from the work of our volunteers and hope that as an Office Assistant, you will feel appreciated. We offer a personal reference to all volunteers and hope the experience will also benefit you in the following ways:

- ★ Opportunity to work as part of a very friendly, supportive team
- ★ Improve your organizational skills
- ★ Develop your problem-solving skills
- ★ Learn about immunodeficiency as you work
- ★ Make you feel valued in your contribution to creating a sense of community among our staff, volunteers and members

## Location

ImmUnity Canada Office, Unit 602, 620 View Street, Victoria.

## Time Commitment

- ★ 2 - 4 hours per week, depending on demand
- ★ Flexible hours
- ★ You should be able to commit for a minimum of 3 months