



BC & Yukon Division
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Fundraising Assistant Volunteer Position Description

Purpose: To provide support to the Fundraising team for various events throughout the year.

Responsibilities:

- Provide administrative support including; developing written material, signage, mail merges, data entry, filing, collating materials
- Organize supplies and represent the MS Society at trade shows and fundraising events
- Secure in-kind donations of food and prizes for fundraising events
- Support event participants, providing exceptional customer service
- Organize and pack supplies and equipment prior to fundraising event days
- Attend fundraising events providing event day support
- Other duties as assigned by the fundraising team

Skills, Attitudes, Knowledge Required:

- Previous experience working in an office environment
- Strong computer skills to include Word, Excel, Internet
- Accurate data entry
- Excellent organizational and communication skills; ability to multi-task
- Previous fundraising experience would be considered an asset
- Physical demands of special event organization including packing, and light lifting/carrying prior to the event

Training and Orientation:

- Orientation to the MS Society including background information on the Society and information related to MS
- One on one training with Fundraising Coordinators and/or Director of Development

Time Commitment: 1 day per week during office hours (Mon-Fri 8:30am – 4:30pm). Some evening and weekend work will be required attending trade shows and fundraising events. A minimum 6 month commitment is requested.

Supervisory Relationships/liaison: You are supervised by and liaise with the Fundraising Coordinators and the Director of Development.

Authority/Decision Making: Must be comfortable making decisions and problem solving with minimal supervision.

Volunteer Benefits:

- Grow and practice your skills organizing a large special event
- Enhance administrative skills
- Reference letter