

Administrative Assistant: Chapter Anchor

Volunteer Role Description



The Mission

To uplift and empower women who are experiencing or at-risk-of homelessness through in-kind support, education, and community participation. At The Shoebox Project, we believe that a small gesture can have a profound impact. You're doing so much more than delivering gifts; you're delivering hope and human connection.

The Opportunity

As the Administrative Assistant, you are the organizational backbone of your local chapter. By managing the flow of information and maintaining accurate records, you ensure that our team remains efficient and that every donation is tracked, accounted for and communicated. Your work behind the scenes directly enables the chapter to deliver kindness and support to women in your community.

Your Impactful Responsibilities

- **Communications Hub:** Manage the chapter's dedicated email account, ensuring inquiries are answered and vital information is distributed to the team promptly.
- **Data Integrity:** Maintain and update chapter spreadsheets and tracking forms, ensuring all data is accurate and submitted to head office by agreed-upon deadlines.
- **Operational Support:** Work closely with the Local Coordinator to handle general administrative tasks and provide the structural support needed for a successful gift drive.
- **Community Advocacy:** Help educate your region on the mission of The Shoebox Project and the reality of women's homelessness to foster local support.
- **Team Engagement:** Attend agreed upon chapter meetings during various times throughout the entire year; actively participate in communications with your Chapter Coordinator by providing timely updates as needed through the google based tracking sheets provided.

What You Bring to the Team

- **Digital Proficiency:** You are "computer savvy," particularly with Google Workspace (Gmail, Drive, and Sheets) and have strong record-management skills.
- **Clear Communication:** You possess excellent verbal and written communication skills and have experience collaborating with or leading volunteers.
- **Reliability & Precision:** You have a sharp eye for detail, strong organizational skills, and a commitment to meeting administrative deadlines.
- **Self-Motivated Leadership:** You work well independently but also thrive in a collaborative, team-oriented environment.
- **Technical Readiness:** Excellent time management skills with a high degree of computer literacy with access to your own computer/laptop.

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Commitment & Logistics

- **Time:** A commitment of 2–5 hours per month (February to September), increasing to 5 hours per week during the campaign season (October to January).
- **Duration:** A minimum commitment of one full drive season is required.
- **Training:** Comprehensive training is provided by the Local Coordinator through video conference, in-person sessions, or written guides.

Why Join Us?

This role offers a professional opportunity to sharpen your administrative and project-management skills within the non-profit sector. You will be a valued member of a mission-driven team and play a tangible role in helping women in need. A letter of reference may be provided at the Local Coordinator's discretion upon successful completion of your commitment.

Screening Requirements

Applicants must complete a Volunteer application form; Interview, Reference Check

How to Apply

*The Shoebox Project is an equal opportunity charity committed to diversity, equity, and inclusion.
We welcome all interested parties and provide accommodations upon request.*

Complete our [General Volunteer Application Form](#) or Email: karen@shoeboxproject.com