

Community Engagement Coordinator

Volunteer Position 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 a Community Engagement Coordinator, you are the operational and community link for our holiday initiatives. Working closely with your Local Chapter Coordinator, you will lead the full lifecycle of a local gift drive in your neighbourhood, from building community relationships to managing the logistics of inspections and shelter distributions. This is an incredible team-based leadership role for someone who loves to connect with people and make a direct local impact.

Your Impactful Responsibilities

- **Drive & Campaign Planning:** Attend weekly virtual team meetings with fellow Chapter Coordinators to collaboratively establish overall drive goals, schedules, and implementation plans.
- **Community Ambassadorship:** Act as the local face of the charity by building community relationships, raising awareness, and representing the project at local events and trade shows.
- **Drive Facilitation:** Connect with local community, school, and corporate groups to guide their individual Shoebox drive plans, ensuring they understand strict guidelines and deadlines.
- **Inspection Logistics:** Secure local storage locations for donated Shoeboxes, and work alongside your coordinator to schedule, logistically manage, and staff volunteer inspection sessions.
- **Drop-Off Coordination:** Manage the collection and pickup of Shoeboxes, promotional materials, and fundraising items from designated local business drop-off points.
- **Shelter Relations & Delivery:** Coordinate delivery schedules directly with shelter contacts while strictly maintaining the privacy and security of sensitive shelter location data.
- **Driver Management:** Supervise and coordinate the volunteer driver team to handle transport logistics safely and in strict compliance with Shoebox Project and shelter protocols.
- **Administrative Closure:** Ensure agency acknowledgment forms are completed immediately upon final delivery and provided promptly to your Local Chapter Coordinator.
- **Fundraising Support:** Assist with any localized fundraising plans and events for the upcoming season as needed by the core team.

What You Bring to the Team

- **Mission Driven:** A genuine desire to give back to your community and specifically support women impacted by or at risk of homelessness.
- **Leadership & Teamwork:** Exceptional leadership and organizational skills, with a proven ability to work independently to meet deadlines while thriving in a direct team environment.
- **Strong Communicator:** Excellent verbal and written communication skills tied to a flexible, punctual, and outgoing personality.

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- **The "Ask":** Comfort and willingness to conduct outreach and make the "ask" for support within your local community.
- **Mobile & Licensed:** Must possess your own reliable vehicle, a valid driver's license, and proof of current vehicle insurance.
- **Technical Setup:** Access to a computer/laptop and internet to utilize a Shoebox-issued Gmail account and participate regularly in phone or video conferencing via Google Meet with your team..

Commitment & Logistics

- **Time:** Approximately **5-8 hours per week** during peak campaign months (October to December), alongside regular virtual meetings throughout the year.
- **Duration:** A minimum commitment of one full drive season is required.
- **Training:** Provided by the Chapter Coordinator through video conferencing, in-person training when possible, and thorough written guides.

Why Lead with Us?

Beyond the "feel-good" factor of helping others, you will expand your professional network, hone your executive leadership skills, and build lasting relationships with like-minded change-makers in your own backyard.

Screening Requirements

- Completion General Volunteer Application Form, Interview, References, Proof of valid driver licence within your province and vehicle insurance.

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