



Let's help.

VOLUNTEER POSITION DESCRIPTION

Position:	Volunteer
Reports to:	Volunteer Coordinator
Purpose:	To perform duties that support the mission, vision, and values of The Undies Projects as its works to provide underwear to individuals in need.

POSITION DUTIES

Specific duties will be assigned based on areas of interest and skillset of the volunteer.

Operations

- Provide administrative assistance.
- Place orders with wholesalers and process the order for distribution.
- Assist with identifying and writing proposals for grants.
- Keep donor and volunteer database up to date.
- Research new corporate donors and wholesalers.
- Maintain website.
- Create social content for social media platforms.
- Prepare a monthly newsletter.
- Sort and wash bras (returns donated by a manufacturer).
- Assist with donation pick-ups and drop-offs.

Programs

- Aid with planning and execution of fundraising events and annual appeals.
- Assist with ongoing programs: Mardi Bra, Undies Sundays, Underwriting Undies Community Program, and Giveback Events.
- Coordinate donation drives.

Qualifications:

Prior volunteer experience or related work experience would be valuable, but not required.

Strong desire to assist others in meeting basic needs.

Proof of vaccination.

The following qualifications depend on the area(s) of interest assigned to the volunteer:

Computer skills, e.g., Microsoft Office, and

Good written and verbal communication skills.