



Volunteer Opportunity Information

Name of organization/group/agency	Edson Animal Rescue Society (EARS)
Title of volunteer position	<ol style="list-style-type: none"> 1. Secretary 2. Grant Writer 3. Fundraising Coordinator
Description of position	<p>1. Secretary The EARS Board of Directors provides the strategic direction, resources, and high-level oversight for EARS to be successful in achieving its mission and goals. As a member of the Board, you are expected to be engaged in EARS activities and prepared to vote on important topics. The role of Secretary is to coordinate the Board meetings and prepare and distribute the meeting agenda and meeting minutes. EARS holds board meetings on the first Sunday of every month (or the second Sunday if the first falls on a long weekend).</p> <p>2. Grant Writer EARS is entirely foster home based, which means that the number of animals we can help depends largely on the number of foster homes we have. A long-term goal of EARS is to build our own facility, but this will likely require large-scale donations from businesses/corporations. The role of Grant Writer is to research and apply for financial grants while creating a master list of grant/fundraising opportunities. Candidates will need a resourceful and professional demeanor with good writing skills.</p> <p>3. Fundraising Coordinator Financial support is crucial to EARS to enable us to provide vet care, food, and supplies for the animals we take in. The role of Fundraising Coordinator is to lead and organize fundraising events. Some of the duties include filling out</p>

	fundraising applications, communicating and planning with venues, identifying necessary equipment/decorations, and coordinating day-of activities like setup and takedown. This does NOT mean you'll execute fundraising events on your own! What we need is someone to handle the prep work. Our small team has a lot of ideas but not enough manpower to bring them all to life. If you enjoy event planning and have good organizational skills, this could be a perfect fit!
Volunteer Role	
Benefits of volunteering in role	Depending on your role, volunteering with EARS can utilize or develop a number of skills such as teamwork, leadership, time management, organization, research, computer, and verbal and written communication skills.
Age requirement	18 years and older
Time commitment	<ol style="list-style-type: none"> 1. Secretary: 4-6 hours per month 2. Grant Writer: 8 hours per month 3. Fundraising Coordinator: 8 hours per month
How to apply/contact person	Interested candidates can apply online by filling out a volunteer application. http://edsonanimalrescue.com/volunteer/

Please complete this form and send to Ali Broda at alicjab@edson.ca