

Volunteer Vacancy

Collection Box Project Coordinator - Fundraising, Marketing & Communications Team

Are you interested in supporting the Hospices fundraising efforts?

We are looking for a confident organiser to oversee our Collection Box Area Coordinators and our collection boxes placed in over 100 shops and businesses throughout Kapiti, Porirua and Wellington

Your responsibilities will include:

- Researching and approaching new shops and businesses to host collection boxes
- Liaising with the volunteer Area Coordinators on a regular basis
- Managing the distribution of collection boxes to the Area-Coordinators and returning full collection boxes to the relevant Mary Potter Hospice base
- Maintaining accurate records for reporting and analysis

Person Requirements

- Ability to build and maintain internal and external relationships
- Excellent communication and organisational skills
- Competent in Microsoft office suite
- High level of integrity
- Drivers licence and a vehicle are required

Commitment

2 - 10 hours per month

Location

Mary Potter Hospice, 48 Mein Street, Newtown

Interested?

If you would like to be part of our team here at Mary Potter Hospice we would love to hear from you. You can learn more information about Mary Potter Hospice and find our application and police vetting form on our website www.marypotter.org.nz

Applications close 5pm Friday 23rd February 2018