



*The CANADIAN CANOE MUSEUM*  
*Le MUSÉE CANADIEN du CANOT*

## Development Office – Volunteer Job Description

<b>Job title</b>	<i>Communications Assistant</i>
<b>Reports to</b>	<i>Development Manager</i>

### **Job Purpose**

Working with and reporting to the Development Manager, the Communications Assistant will be responsible for assisting to increase support from donors, while enhancing donor relations, through increased awareness about the museum and current funding opportunities. The Communications Assistant will undertake this outreach through telephone calls as a means to thank donors and to follow-up on mailings and emails requesting support.

### **Duties and Responsibilities**

- Make thank you calls to thank museum donors for their support
- Contact potential donors to the Canadian Canoe Museum to increase awareness about the museum's exhibits and programs
- Secure donations to the Canadian Canoe Museum and record accurate payment information
- Keep accurate and detailed records of calls made and results achieved
  - Archive all call records in museum's internal database
- Update internal database with new/recently changed member data

### **Qualifications**

- Excellent oral communication skills and ability to communicate effectively over the phone
- Basic knowledge of computers and data entry
- Dependable, enthusiastic and results oriented
- Ability to work well with other
- Ability to deal with sensitive situations in an appropriate manner

### **Time Commitment**

One shift per week on Wednesdays from 2:00 pm – 5:00 pm, Thursdays between 5:00 pm – 8:00 pm or Saturday's between 10:00 am – 5:00 pm.

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_