

Thank you call Volunteers

Position Description:

Calgary Health Trust is the fundraising arm of the Alberta Health Services, 100% of donations raised through the trust will go towards our health care system. The Trust connects donor passions with health care needs.

We are seeking outgoing volunteers to support the Fund Development team in thanking these donors for their support and offering them more information on our program.

Tasks and Responsibilities:

- Call donors to thank them for their donations
- Respond to common donor inquiries for information
- Accurately record information in a donor call spreadsheet

Skills and Knowledge Required:

- Friendly, sincere and professional telephone manner
- Good judgement when dealing with sensitive issues
- Excellent verbal communication Skills

Time Required:

- 3 to 4 hours per week
- Flexible hours from 10:00 - 3:00 (M-Fri)
- 1 month minimum commitment

Orientation and Training Provided:

All volunteers will receive an orientation. Supervisor will provide training to support success in this role.

Benefits to the Volunteer:

- Learn about fundraising in a non profit environment
- Excellent resume building opportunity
- Acknowledgement letter will be provided upon successful completion of position
- Meet new and interesting people

To apply for this position, please forward your resume to Sharmalie Perera, Volunteer Management Coordinator at sharmalie.perera@calgaryhealthtrust.ca.