



## **Fundraising and Communications Administration - Volunteer**

Nature Canada is the oldest national nature conservation charity in Canada. Over the past 75 years, we have helped protect over 63 million acres of parks and wildlife areas in Canada and the countless species that depend on this habitat. Today, we represent a network of over 45,000 members & supporters and more than 350 nature organizations in every province across Canada.

Nature Canada's mission is to protect and conserve nature in Canada by engaging Canadians and by advocating on behalf of nature.

### **Department**

Development

### **Position Title**

Fundraising and Communications Administration

### **Position Description**

Nature Canada is looking for a self-motivated and ambitious volunteer to assist with fundraising and communications administrative work in the downtown Ottawa office. The applicant will be assisting with data entry and day-to-day administrative tasks. Experience in basic use of Microsoft Office, including word and excel is required. Experience with Raisers Edge fundraising software, Facebook, Twitter and Hootsuite is ideal but not necessary.

### **To Apply**

Interested individuals should send a résumé and a cover letter describing their interest in the position, how their past experience will be an asset, and how this position will help them toward reaching their professional goals to:

Cheyenne Richardson

613-562-3447

**Ext: 231**

**[crichardson@naturecanada.ca](mailto:crichardson@naturecanada.ca)**