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| **Position Title** |  | CRIHI Volunteer Sub-committee Chair/Coordinator |
| **Reports to** |  | Steering Committee and Volunteer Sub-committee |
| **Primary Objective** |  | * Support affordable housing (Including Habitat Build) * Walking with our brothers and sisters embracing change in their lives (Welcome Home Program) * Promote inclusive welcoming communities (LAN) |
| **Expected Time Commitment** |  | Approx. 20 hours/month for the current projects that include Habitat build & Welcome Home (Catholic Social Services) |
| **Responsibilities** |  | * Prepare and hold meetings to engage members in volunteer activities * Strategize and plan each of the volunteer campaigns * Organize rallies to engage recruiters * Coordinate Kick-off Event to inspire faith groups & public * Grow networks and create contacts lists * Communicate by email/phone calls * Hold de-brief & wrap-up meetings |
| **Working Conditions** |  | * Work at home * Self-driven with no supervision |
| **Personal/**  **Professional Requirements** |  | * Fluent in both verbal and written skills * Comfortable public speaking * Proficient in use of computer * Reliable/dependable * Ability to work with multi-faith communities |
| **Skills Developed/**  **Benefits** |  | People skills and putting your faith in action |
| **Appointment Duration/Term** |  | 10 months/year and renewable |
| **Date and Signature of Applicant** |  |  |
| **Date and Signature of at least two references** |  |  |

**Capital Region Interfaith Housing Initiative – Volunteer Position Description**