



Working Board Member & Operations Coordinator

I Belong Bags Foundation is a non-profit organization dedicated to providing essential items and support to at-risk youth experiencing homelessness in our community. Our mission is to offer a sense of belonging and dignity by distributing backpacks filled with essential and comfort items such as pajamas, toothbrushes, books, blankets, and hygiene products. We aim to foster compassion and make a tangible impact on the lives of youth facing displacement and crisis.

Volunteer Position Overview: We are seeking a **dedicated individual** to serve as **Operations Coordinator** playing a vital role in supporting the operations and strategic growth of our outreach efforts. This position is also a Board of Directors position and requires a commitment of approximately **5 hours per week**, depending on demand and available volunteer support. The ideal candidate will be organized, proactive, and oversight for key initiatives. As part of the board, you will be entrusted with overseeing important aspects of the foundation's work, including inventory management, donation pickups, and deliveries to partner organizations.

Key responsibilities include ensuring efficient operations, fostering partnerships, and contributing to the foundation's community engagement and social media presence. Candidates with problem-solving skills, experience in logistics, and social media proficiency will be highly valued. A personal vehicle will be required for transportation to facilitate donation pickups and deliveries.

Responsibilities:

- Oversee and track the inventory of in-kind donations to ensure smooth operations.
- Guide and support the packing of backpacks at our Chaparral storage facility.
- Assist in coordinating the logistics of donation pickups and deliveries.
- Help identify and secure partnerships with local organizations and contributors.
- Provide leadership in addressing any logistical challenges that arise, ensuring efficient operations.
- Contribute to social media campaigns to showcase new partnerships, express gratitude to donors, and promote fundraising events.
- Attend bi-weekly or monthly Board meetings and contribute strategic ideas for enhancing operations and fundraising efforts. (Meeting frequency may vary based on organizational needs.)
- Serve as a representative of I Belong Bags Foundation in the community and within your networks to build awareness and forge new partnerships.
- Encourage others to support the foundation through donations, partnerships, and volunteer opportunities.

Position Requirements:

- A commitment of approximately **5 hours per week**, with flexibility to accommodate fluctuating demand for backpacks and ongoing projects.
- Candidates should have a strong sense of responsibility, problem-solving skills, and the ability to make strategic contributions to the foundation's mission and goals.
- A personal vehicle is required for transportation for pickups and deliveries, as well as to attend Board meetings and events.
- Prior experience in logistics, social media management, and/or community engagement is a plus, but not required.

Why Join the I Belong Bags Foundation Board?

At I Belong Bags Foundation, we believe in the transformative power of kindness and the strength of community. By joining our Board, you will play a crucial role in furthering our mission to provide comfort and dignity to children and youth who are displaced from their home. You will have the opportunity to work alongside a passionate, dedicated team and contribute to making a significant, positive impact in the lives of vulnerable children.

You will gain valuable experience in community engagement, logistics, and strategic leadership while helping to build partnerships and raise awareness for our cause. Together, we can create a brighter future where every child feels valued and supported.

How to Apply:

To apply, please send your resume and a brief cover letter outlining your interest in the Board position to smoss@gridgroup.ca with the subject line: **BOARD MEMBER OPERATIONS APPLICATION**. We look forward to welcoming you to our team and working together to make a lasting difference!