



# VOLUNTEER TO CHANGE LIVES

## Volunteer Opportunity

### The Anawim Companions Society – Victoria BC

The Anawim Companions Society is looking for a volunteer to help us care for and connect with our valued donors. This role supports our efforts to express our gratitude, build relationships, and keep our community informed and engaged. The commitment is approximately 3-4 hours per week with a flexible schedule, and can include a mix of on-site and remote activities based on your availability and the needs of the team.

**Location:**

973 Caledonia Avenue, Victoria, BC

**MISSION AND CORE BELIEFS:**

**Mission:** To support the healing of those living in physical, emotional, spiritual and social poverty, through compassion, empowerment, love and respect.

**Core belief:** The Anawim Companions Society believes that beyond the face of poverty, there exists a whole person worthy of dignity, equality and unconditional love who needs to be accepted and reunited to humanity. We believe that every human is worthy of love and compassion, regardless of their financial state, mental, physical or social status.

**WHY US?**

At the Anawim Companions Society, we are committed to creating a supportive and positive experience for everyone who joins our team—whether as staff, volunteers, or community members. We believe that every voice matters and strive to cultivate a culture where each person’s perspective is valued and respected, regardless of their role.

Working and volunteering with Anawim offers the chance to be part of something deeply meaningful. Our community is built on compassion, connection, and purpose—and the experience of contributing to that is not only impactful but truly rewarding.



### **ROLE OVERVIEW:**

This volunteer position will support our organization by managing the intake and acknowledgment of donations. This role involves reviewing and processing donations, entering donation details into our financial systems, and reaching out to donors to express gratitude via letters, emails, and phone calls.

### **KEY RESPONSIBILITIES**

- Review and process incoming donations.
- Accurately enter donation details into financial records.
- Compose and send personalized thank-you letters, emails, and thank-you calls to donors.
- Maintain accurate records of donor interactions.

### **QUALIFICATIONS:**

- Kindness
- Strong attention to detail.
- Excellent communication skills, both written and verbal.
- Comfortable making phone calls.
- Ability to maintain confidentiality.

### **Please reply to:**

**E-mail:** [executivedirector@anawimhouse.com](mailto:executivedirector@anawimhouse.com)

Please note 'Donor Relations' in the subject line of your email.

**Phone:** 250.986.9065