



Volunteer Job Descriptions

Hopefull Handbags Ambassador

Hopefull Handbags Ambassadors conduct outreach at community events and other places to raise awareness about the prevalence of domestic Abuse and the work Hopefull Handbags does to bring HOPE to survivors of domestic violence and other challenging situations. They are required to go through training to ensure that they have all the tools needed to be spokespeople for the organization and advocate for survivors' needs in the community.

Job duties may include:

- Talk to the general public about about Hopefull Handbags at community events
- Give presentations to and have discussions with community groups
- Assist with events hosted by Hopefull Handbags
- Advocate to community members (formally and informally) for survivor assistance and Hopefull Handbags work
- Fundraise on behalf of Hopefull Handbags

Administrative Assistant

An Administrative Assistant will assist with data entry, editing, and other administrative tasks related to volunteer and donor management, event management, and bookkeeping. Most tasks will be virtual/online work that can be done remotely.

Social Media Assistant

A Social Media Assistant will work with Hopefull Handbags staff to create social media posts, including events, polls, and other posts; edit posts for accuracy and grammatical errors/typos; and find appropriate images to include with posts. The social media assistant may also set up scheduled posts from an agreed upon list of topics and images and will work with public relations and promotional agencies as needed to ensure consistency in information and message.

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Communications/Donor Relations Assistant

This position involves writing and/or editing emails and other communications for Hopefull Handbags donors, volunteers, and other email list subscribers. You may also help draft or edit copy for website and social media updates, press releases, and other outgoing communications.

Warehouse Helper/Bag Filler

Warehouse Helper/Bag Fillers help with needs in the warehouse, including

- Organizing incoming donations of handbags, essentials and other items
- Filling and tagging handbags for distribution
- Loading and unloading of donations and filled handbags

Event Coordinator

An event coordinator assists the event manager with ensuring that the event runs smoothly. This may include working with vendors, scheduling volunteers, and being at an event to assist with last minute needs.

Lead Coordinator

This position is responsible for establishing relationships with businesses in a defined geographic area to raise awareness and create and maintain donation locations.

Similar to Ambassadors, this position requires a training program to ensure that they have all the tools needed to be spokespeople for the organization and advocate for survivors' needs in the community.

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Driver

A driver picks up donations from donation spots, loads and unloads the donations at the warehouse, and may assist with getting items to events.

Before they can assist with delivery to survivors, Drivers are required to become a registered advocate and have a background check.