



Position	Direct Marketing Volunteer
Purpose	To assist the Manager, Direct Marketing with data entry, donor stewardship and other administrative support
Benefits	Excellent opportunity for someone looking to gain office experience and learn direct marketing
Tasks/ Duties	Assist with various mailing tasks and other administration Data entry and mapping Work can be done remotely
Commitment	1-2 days per week for a minimum of 6 months
Qualifications	Proficient with Microsoft Office programs, including Outlook, Word and Excel Familiarity with Salesforce and virtual meeting platforms Available once weekly at the Lions Foundation of Canada Dog Guides Oakville office, 152 Wilson Street Oakville, ON L6K 0G6 Criminal Record and Judicial Matters Police Check Able to commit to 6-12 hours per week for six months
Training	Available one on one with Supervisor and general orientation
Supervisor	Direct Marketing Manager
How to Apply:	Please contact Evelyn Marshall at emarshall@dogguides.com or volunteer@dogguides.com Join our mission to provide exceptional customer service to our community and be a crucial part of our journey towards matching and supporting Dog Guides Teams. Your assistance is greatly appreciated.

All volunteers are expected to act in accordance with the policies and values of Lions Foundation of Canada Dog Guides. Volunteers are expected to maintain a positive team attitude with staff and other volunteers in the performance of their duties. Dogs must be treated with kindness and respect at all times, any sign of abuse may result in immediate dismissal.