

Alzheimer Society

M A N I T O B A

Dementia Care & Brain Health

Office Volunteer Job Descriptions

Data Entry – Using a PC and Raisers Edge:

- update donor/client data base.
- summarize evaluations.

Mailings – “Stuffing Envelopes”

- prepare event letters and inserts to be mailed.
- prepare donor receipts.

Telephone Contact With Donors – This could include calling:

- donors and thanking them for their gift...usually first time donors and \$100+.
- previous sponsors to request auction donations.
- hosts and event participants, past and potential.

Collate Print Materials: prepare packages specific to an event.

Miscellaneous Office Duties:

- stamp, count and sort educational material.
- prepare mailings for clients.
- sort returned print material and prepare count.
- review daily newspapers for drop-in ads.
- mailing acknowledgement cards .

The interested volunteer must be available during office hours which are 8:30 am to 4:30 pm, Monday to Friday.

For more information please contact:

Phone: **204-943-6622**

Email: alzmb@alzheimer.mb.ca.

To fill out an application to volunteer CLICK [HERE](#).