



Position: Memorial Donation Coordinator, Part-time Volunteer
Location: ON – Durham Region

The volunteer Memorial Donation Coordinator works under the direction of the volunteer Fundraising Coordinator, Autism Ontario – Durham Region, to oversee the Chapter's Memorial Donation Card program.

Essential Functions:

- Work under the direction of the Fundraising Coordinator.
- Work in a team environment to effectively represent Autism Ontario – Durham Region and its mission in the community.
- Might be required to attend occasional sub-committee meetings.
- Must be accessible by email to address issues between meetings.
- **Specific duties include: compiling a database/spreadsheet of funeral homes in Durham Region; traveling to various funeral homes and chapels within Durham Region to distribute Memorial Donation cards; act as liaison to ensure donation card supplies are re-stocked as needed.**

Qualifications:

- Project-oriented with excellent time-management skills.
- Must be able to take initiative and work independently.
- Good brainstorming and problem-solving skills.
- Must be able to execute assignments to successful completion.
- Excellent interpersonal and communication skills.
- Must be familiar with the mission and purpose of Autism Ontario – Durham Region.
- Knowledge of autism is an asset.
- Some basic computer skills required.

**If you are interested in this volunteer position,
please contact our Volunteer Coordinator:**

autismdurham.volunteer@Gmail.com

We thank all applicants for their submissions. We will attempt to match all potential volunteers to meaningful and rewarding roles that are best suited to them.

AutismONTARIO - Durham Region

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