



## VOLUNTEER OPPORTUNITY

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### Donor Support Services

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#### The Vision of the Canadian Bible Society is:

*“to make it possible for every Canadian to experience  
the life-changing word of God”*

Are you looking for an opportunity to serve? Do you have some spare time? Are you willing to learn new skills or use existing skills for ministry? Are you needing to complete volunteer requirements for school? Are you looking for work experience?

**Come help us provide God's Word so hearts and lives can be changed.**

#### Role Description:

In appreciation of the faithful support of our donors, the Canadian Bible Society is committed to serving our supporters with excellence including processing donations accurately and attending to donor requests promptly. During the months around Christmas and the end of the year, we are usually blessed with an influx of donations. To prepare ourselves for this high volume of work and activities, we need the help of volunteers who will be trained to attend to some or all of the following tasks depending on their skills and experience:

- Sort and process donations
- Create and/or update donor records
- Attend to simple standardized correspondence, including printing and collating same for mailing
- Answer donor calls

#### Qualifications:

- Good knowledge of the English language. Good reading and comprehension abilities
- Basic computer skills including working knowledge of MS Word and Excel
- Ability to work with speed and attention to detail
- Office experience is an asset
- Ability to work both as part of a team and independently

**Volunteer Location:** National Support Office in Toronto (*see address above*).

Please email your resume to [humanresources@biblesociety.ca](mailto:humanresources@biblesociety.ca)

**We look forward to hearing from you!**