



CANADIAN WHEELCHAIR FOUNDATION

FONDATION CHAISE ROULANTE CANADA

P.O. Box 75038
RPO White Rock
Surrey BC Canada
V4A 0B1
Tel: 604.536.2022
Fax: 604.536.9831
Toll Free: 866.666.2411
info@cdnwheelchair.ca

PHOTO SPECIALIST

Volunteer Position Description

May, 2015

Link to Our Vision:

The Canadian Wheelchair Foundation ("CWF") works closely with our global partners who sponsor mobility aids for those who would otherwise not have access to them. Sharing photographs of the sponsors and beneficiaries plays a critical role in honoring and thanking donors who support our work.

To aid us in this aspect of our work we are currently seeking 1 or 2 individuals who have an aptitude for editing, storing and printing digital photographs. One of the key ways we use the photographs is to provide presentation folders that document the delivery of wheelchairs to individuals who lack personal mobility. In this role you will help inspire our donors by evidencing the vital difference they have made in the lives of others through their generous contributions.

Qualifications:

- Good computer literacy skills including basic digital photo editing and storing
- Passion for images that depict a compelling story
- An aptitude for careful attention to detail
- Strong oral and written communication abilities
- Willingness to work as part of a small team
- Appreciation for the significance of timely and meaningful donor recognition
- An interest in and dedication to the non-profit sector

Time Commitment:

Initially approximately 4 hours per week for the first few weeks, with an expectation that this will reduce to 6 to 8 hours per month. Hours are completely flexible to your schedule, between 9am and 5pm on business days. We are ideally seeking volunteers who would like to pursue this opportunity on a longer term basis. All equipment is provided in our office located in South Surrey where free parking is available.

Deliverables:

- Identify photos from current online gallery that are suitable for insertion into presentation folders based on provided parameters
- Edit and order printed photographs using photo store's simple online system
- Prepare and mail presentation folders
- Upload edited photos to appropriate folders for storing



CANADIAN WHEELCHAIR FOUNDATION

FONDATION CHAISE ROULANTE CANADA

P.O. Box 75038
RPO White Rock
Surrey BC Canada
V4A 0B1
Tel: 604.536.2022
Fax: 604.536.9831
Toll Free: 866.666.2411
info@cdnwheelchair.ca

- Follow up by email with sponsors to obtain photographs for library
- Research photo cataloguing systems that would improve storage and search processes (optional)

Accountability:

This person will be responsible to the Strategic Development coordinator, Linda Whitehead.

Benefits:

- At the outset we will discuss your objectives so we can incorporate these into the goals of this position wherever possible
- You will learn about the non-profit sector and global issues around personal mobility
- You will work with a dedicated and experienced team
- You will play a key role in recognizing the organization's donors and furthering the success of the CWF in its endeavours to give the gift of mobility

Recognition:

- Confirmation of the details of your volunteer work including hours and tasks accomplished
- Letter of reference and/or LinkedIn recommendation upon request, following satisfactory completion of deliverables

Contact:

For more information kindly contact Linda Whitehead at lwhitehead@cdnwheelchair.ca. Please feel free to include a resume or other relevant documents if available. Thank you for your interest in supporting our work!

About Canadian Wheelchair Foundation

The Canadian Wheelchair Foundation is an independent Canadian registered charity. With the support of our Canadian and international partners and the generosity of independent sponsors we are transforming lives throughout the world -- one wheelchair at a time. For more information please visit www.cdnwheelchair.ca.