

Events Admin Volunteer

Our valued volunteers are a vital part of our team. SPCA simply could not function without volunteers who donate their time freely, in many valuable roles. As an Events Volunteer, you are part of our volunteer family/whānau, which includes Op Shop Volunteers, Centre Volunteers and Foster Parents.

Your work in the Digital Fundraising & Events Team directly contributes to SPCA's income, which helps feed, treat and care for the animals of New Zealand whilst they transition to their new forever homes. We are hugely grateful for your contributions to help create a better life for New Zealand's animals!

Accountabilities and responsibilities:

Key accountabilities	Key responsibilities
Provide excellent customer service over the phone to ensure fundraisers have a positive experience.	<ul style="list-style-type: none"> • Make fundraiser welcome phone calls to participants and provide support • Call fundraisers to keep them motivated and connected to the cause • Provide fundraising advice and tips to help them in their fundraising journey • Make thank you calls to top fundraisers
Ensure accurate and timely data entry across various systems and platforms.	<ul style="list-style-type: none"> • Download reports from fundraising platforms, including Raisely, Grassrootz, Givealittle and GoFundraise • Update and maintain databases, including adding new records and editing existing records
Assist in the distribution of event collateral.	<ul style="list-style-type: none"> • Pack and post Event resources, including posters, prizes, donation buckets, etc. • Help with follow-up activities, such as sending thank-you notes and certificates
Provide ad hoc assistance for various event-related tasks and needs.	<ul style="list-style-type: none"> • Occasionally assist with photoshoots by preparing items like t-shirts for models, or making simple decorations • Assisting with stock-take of items, including recording remaining stock of Team SPCA shirts or SPCA Calendars
Contributes to Health and Safety.	<ul style="list-style-type: none"> • Take reasonable care for own Health and Safety and the safety of others • Cooperate with any reasonable Health and Safety policy, procedure or instruction • Report any injuries, incidents or risks to supervisor