

Tax Receipting Assistant Volunteer Position Description - Remote Based



Summary

As a Tax Receipting Assistant with The Shoebox Project, you will be assisting the organization with issuing tax receipts to our generous online donors, primarily during our busy holiday drive season (November-January). You are helping to assist us across North America and the UK in our efforts to support women impacted by homelessness.

Duties & Responsibilities:

- Using a pre-existing macro set up on Google Sheets, produce tax receipts to be emailed out via email.
- Respond to email inquiries about donor tax receipt options
- Correspond with Local Coordinators regarding their tax receipting needs for their donors
- Communicate with other team members/staff regarding tax receipting updates

Qualifications:

- Previous administrative experience in similar role an asset
- Excellent verbal and written communication skills
- Exceptional organizational skills with special attention to detail
- Proficiency using Google based applications and comfortable communicating via remote video conferencing and email
- Capable of maintaining strict confidentiality of records and information
- Ability to work independently with limited supervision and willingness/ability to communicate with staff on a regular basis
- Knowledge of or interest in issues affecting women impacted by homelessness

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Technology Capabilities Requirement: Remote access ability. You will be required to use your own computer/laptop and will be given access to a Shoebox gmail account that you will use to conduct all Shoebox related correspondence on our behalf. You will need to have the ability to attend occasional phone or video meetings using google meets.

Requirements/Screening: Volunteer Application, Resume, Interview, Reference Check

Time Commitment: Remotely approx 5 hours per week (Flexible schedule/can be done during evenings)

Duration: November - January (During our holiday drive season)

Training: Training provided through video conference or in person when able, written processes

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Benefits of Volunteering: Utilize your professional skills to play an active role in helping women impacted by homelessness, build valuable skills that are transferable, be a positive member on a team, gain experience, letter of reference may be provided if requested, upon completion of commitment duration.

We value and are strongly committed to equity, inclusion and diversity within our organization. We welcome and encourage applications from all gender identities and expressions, LGBTQ+, religious backgrounds, people of colour, Indigenous peoples, and persons with disabilities. Should you be in need of any accommodation please let us know by phone or email. Accommodations will be made upon request wherever possible and all information provided will be handled confidentially.