HAP Hive Campaign Volunteer

Position Overview
Bee populations are decreasing—even disappearing—all over the world. HAP Hive aims at bolstering their numbers in Western Pennsylvania by educating the public, involving school-aged children programming, and working with the City of Pittsburgh.

Purpose of the Position
• Assist with the duties and assignments required to launch the HAP Hive

Duties and Responsibilities
• Collect, organize, and analyze data to support the HAP Hive campaign
• Reach out to local organizations to add to our partners
• Contact local businesses to solicit donations
• Attend meetings with the HAP Hive team
• Be prepared and on-time for meetings and events
• Respond to HAP leadership emails and calls within 48 hours
• Share in and support HAP’s mission and core values; adhere to HAP’s policies
• Other duties as needed

Training Requirements
Training on HAP’s core values, policies, and mission, including orientation of relevant campaign’s mission and status.

Skills and Qualifications
• Excellent written and verbal communication skills
• Highly-organized and detail-oriented
• Comfort with performing research through online resources
• Comfort contacting leadership in other organizations and businesses
• Self-motivated
• Ability to present yourself in a friendly, professional, and non-partisan manner
• Ability to work independently, follow instructions, and meet deadlines
• Working knowledge of Google Drive, Trello and Dropbox, or a willingness to learn

Time Commitment Required
2 - 3 hours per week

Location
• Much work can be conducted remotely from home
• Meetings with HAP leadership will be virtual for the duration of the pandemic and could be a mix of virtual and in person when appropriate
• Attendance at HAP general meetings (Humane Animal Rescue at 6926 Hamilton Ave, Pittsburgh, Pennsylvania 15208) is highly encouraged (when these resume)

Dress Code
Professional dress required for in-person meetings. If attending an informal event, volunteer must purchase a HAP or NPP T-shirt at cost.

Benefits to the Volunteer
• Put your skills to work helping further animal and environmental protection issues!
• Know you are making a difference in reducing the suffering of animals, improving the health of the generic public, and saving the environment for future generations
• Opportunity to meet new people and network with community members and volunteers
• Be a valued HAP team member
• Build your resume

Supervisor(s)
Shannon Dickerson, Vice President
Natalie Ahwesh, Executive Director

What Volunteers Can Expect From HAP
• Support of HAP leadership and members
• Respect and appreciation for your contribution and input