

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