



Job Title: Volunteer Positions – Office Support (Manitoba)

The Terry Fox Foundation

Nearly 1 in 2 Canadians will be diagnosed with cancer in their lifetime. For 42 years, we have worked hard to achieve Terry's vision – a world without cancer. Terry's vision unites us and inspires our research excellence, innovation and creativity. Our research institute is a collaboratively oriented, pan-Canadian organization focused on improving cancer research outcomes for the benefit of cancer patients everywhere. We want to ensure that today's best science becomes tomorrow's affordable medicine.

There is no other non-profit organization in Canada that consistently rates as high as The Terry Fox Foundation (TFF) in the hearts and minds of Canadians. With over 10,000 runs and events in 32 countries each year, the legacy and story of Terry Fox offers unprecedented opportunities to tell the story of this Canadian icon, promote the significant impact of The Terry Fox Foundation, and inspire generosity.

Becoming a Terry Fox volunteer is an incredibly rewarding experience. You will be helping to keep Terry's message of hope, courage and determination alive and you will be giving back to your community. Our Terry Fox Runs are 100% volunteer run, so we are always on the lookout for passionate Terry Foxers to help us out.

Hours: Flexible, Monday - Friday, January - December
Locations: 886-167 Lombard Avenue Winnipeg, MB R3B 0V3

Responsibilities:

Tasks may vary throughout the year, but could include any of the following:

- Provide support in the process of receipting donations
- Assisting with direct mail campaigns by stuffing envelopes, packing materials
- Calling prospective registrants for Holiday campaign
- General office duties and to assist with other special projects as required
- Package/ship merchandise orders

Skills Required

- Reliability
- Detail oriented
- Interpersonal skills
- Ability to learn quickly
- Strong communication skills
- General computer knowledge including Microsoft Office Suite

Join Us

After 143 days and 5,373 kilometres, Terry was forced to stop running outside of Thunder Bay, Ontario. Before returning to BC for treatment Terry said, *"I'm going to do my very best. I'll fight. I promise I won't give up."* He never did. And neither will we. If Terry Fox and his Marathon of Hope have meaning for you and you are passionate about making a difference in the lives of people who battle cancer, The Terry Fox Foundation would like to hear from you.

Thank you for your interest in volunteering with The Terry Fox Foundation.