



2nd Chance 4 Pets: Virtual Volunteer Opportunities

To apply, please send an email to info@2ndchance4pets.org

Thank you for considering volunteering with our organization! Together, we will help save animals lives and provide pet owners with peace of mind knowing that their pets will always be cared for. We are an **all virtual** volunteer organization and rely on email to collaborate on most of our projects. In addition to the opportunities listed below, we frequently post volunteer opportunities on volunteermatch.org.

Virtual (Experienced) Administrator: Help needed from an experienced, professional, administrative assistant with a positive attitude. Some of our projects may involve these tasks: phone follow up with volunteers, mail merge (letters), editing content using 'tracked changes'; simple excel projects; web research; grant applications. Our organization is made up entirely of volunteers located throughout the U.S. Sometimes there may be a delay in email communications (many volunteers work fulltime). We try to work with realistic deadlines in consideration of everyone's schedules. Some months are busier than others depending on the projects taking place. Volunteer must be accessible by email, possess excellent skills with MS word and excel. Must have excellent communications skills. Some phone calls may be required. Potential for volunteer stipend after 90 day trial period.

Virtual Volunteer writers are needed to help write newsletter articles, web content, press releases, fliers, brochures and a variety of promotional materials for 2nd Chance 4 Pets. Ongoing projects might also include: web content, letters and grant applications. Requires a 6 month commitment. **Qualifications:** ability to respond to emails and agree to realistic deadlines. Interest in helping animals and understanding issues related to pet overpopulation. This opportunity requires strong written communication and organizational skills. Editing in MS Word using “track changes” required. Flexibility in a resource-limited environment will be very helpful.

Virtual Volunteer Editors are needed to help edit/proof fliers, brochures, and a variety of materials for 2nd Chance 4 Pets. Ongoing editing projects might include: web content, letters, press releases, grant applications, and collateral. Ideal volunteer is highly motivated and flexible. Requires a 6 month commitment. **Qualifications:** ability to respond to emails and agree to realistic deadlines. Interest in helping animals and understanding issues related to pet overpopulation. The opportunity requires strong written, verbal communication, and organizational skills. Editing in MS Word using “track changes” required. Flexibility in a resource-limited environment is a must.

Virtual Volunteer Web Research: assistance needed from volunteers who are proficient with web research and have the ability to respond to emails and agree to realistic deadlines. We have a variety of ongoing web research projects we need help with. Projects are ongoing and hours are flexible. Interest in helping animals and understanding issues related to pet overpopulation is helpful. The opportunity requires strong written communication skills and organizational skills.

Grant Program Assistance: we are in need of help from experienced grant writers or grant program administrators in the following areas 1) Review current LOIs and content used for current grant program; help modify as needed; 2) Review existing research on foundations we would like to pursue in order to determine the best foundations to apply to; help develop a strategy to approach these foundations to pursue; 3) grant applications: help with completion of new applications; 4) Help needed to develop a 6-12 month calendar listing foundations to target; identifying applications and/or LOIs to be completed in addition to any required info to submit with LOIs and applications. Calendar should outline which applications will be submitted each month and any special considerations for each foundation and recommendations for how much to apply for.

Project Managers Needed: we are in need of 2-3 virtual volunteer project managers that can work with other volunteers to manage a variety of short-term projects. **Qualifications:** working with other virtual volunteers in a leadership role. Excellent organizational and communication skills required. Experience with managing others required. Flexibility and initiative in a resource-limited environment are a must. A careful eye for quality work and a good attitude is helpful. Interest and awareness of animal welfare issues helpful. Requires a 6 month commitment. Some phone calls will be required.

Creative Designers: Volunteer graphic designers needed to help design fliers, brochures, and a variety of promotional materials for 2nd Chance 4 Pets. Our creative projects are ongoing and hours are flexible. **Qualifications:** graphic design skills using a variety of programs. Proficiency in Photoshop, Adobe InDesign and Adobe Illustrator. In this volunteer role, it would be preferred that you have extensive experience with print and/or web design, graphics production, and be familiar with relevant design and production tools (i.e. PhotoShop, Illustrator, QuarkXPress, DreamWeaver, InDesign, etc). Please submit portfolio and/or samples of your work. (1MB-2MB PDFs). 3-6 month commitment required. Attention to detail, positive attitude and good time-management skills necessary. Ability to respond to emails and meet realistic deadlines. Interest in helping animals helpful.