



### **Volunteer Role**

## **MEMBERS RECRUITMENT ASSISTANT**

**Jamaican Canadian Association of Nurses (JCAN)** is a registered charity that is committed to improving healthcare in impoverished communities in Canada and Jamaica. At past charity fundraising events JCAN has endowed nursing students experiencing financial hardship with a scholarship towards their tuition and provided recognition including monetary assistance to other registered charities in Canada with similar mandate “to meet the needs of marginalized individuals in the community.” Additionally, JCAN has donated much-needed state-of-the-art-medical equipment to under-funded hospitals in Jamaica.

### **Role Purpose**

To assist with the design, implementation and management of JCAN’s membership recruitment strategy in order to expand JCAN’s reach in the community. The Members Recruitment Assistant will provide effective and efficient support to the Membership Committee through ideation, networking and administrative tasks that may be assigned.

### **Key Responsibilities**

- Assist with the development and implementation of a membership recruitment strategy that will increase the charity’s membership.
- Attends and participates in community outreach programs, networking events and one-on-one meetings with potential members.
- Ensures that follow-up contact is made with potential members and provide information regarding JCAN’s activities and mandate.
- Assist with contacting/engaging current members who have become inactive.
- To carry out other administrative duties that may be assigned, attend membership committee meetings and JCAN calendar events.

### **Abilities and Skills**

Knowledge of JCAN’s Constitution and Bylaws  
Excellent communication, interpersonal and team skills  
Philanthropic, creative thinker, flexible

### **Assets**

Knowledge of JCAN activities and background in healthcare