



Volunteer – Friends of the Canadian War Museum

Administrative Assistant –Constituent Data Management

The Friends of the Canadian War Museum (the Friends) requires two volunteers for data management work.

The Friends is an all volunteer national charity providing financial support for educational programs and projects for youth, new Canadians and other interested persons interested in Canada's military history. Events are held at the Canadian War Museum and across the country. These programs include activities such as the:

- School Access Program for school children ages 6 to 18, from designated underserved communities, that provides students and teachers with a one-day excursion to the Museum, a curriculum-linked workshop and transportation;
- World at War speaker series at the Museum for adults, academics and history enthusiasts;
- Second World War Supply Line Educational Program across Canada for students from Grades 4 to 12 with curriculum linked discovery boxes for in-class exploration;
- Gallery Animation Program in the museum for families and students that offers a tactile hands-on experience for all visitors in relation to Canadian combat involvement during the Second World War; and
- Educational Programming for student and youth groups to enable a signature Remembrance Day event at the War Museum.

To sustain its in-house administration, the Friends have an urgent need for two administrative volunteers to help maintain its database of constituent donors, members and volunteers. Training on the database will be provided.

The work requires an effort of approximately one day per week (two days in the peak period between November and March). Some work can be done remotely, but regular on-site visits to the Friends offices are required.

The language of work is English, but knowledge of French is an asset.

A full task description is available upon request from sec@friends-amis.org

Applicants should forward an expression of interest setting out their suitability and supported by a CV.

Applications may be sent to the **FCWM BOD Secretary** by email to sec@friends-amis.org or by post to the Friends of the Canadian War Museum, 1 Vimy Place, Ottawa ON, K1A 0M8.