



VOLUNTEER POSITIONS

Give back to the community, learn about micro-enterprise, and most importantly, help low-income women achieve their dreams of business ownership and becoming self-sufficient.

CLIENT SUPPORT

- Outreach Assistance

Women's Initiative is expanding and needs help reaching more women who could benefit from our programs. This would involve researching and contacting organizations which serve low income women; representing Women's Initiative at events; helping to identify and place media stories about Women's Initiative and our graduates; identifying and staffing community outreach events; presenting information about Women's Initiative at outreach events; establishing partnerships with local agencies and organizations to increase client referrals; presenting information to prospective clients in English and Spanish about our programs. We need several volunteers who are bilingual in English and Spanish for this position. Our locations where we have particular need of help are in Novato, Concord, San Francisco, Oakland and San Jose

CLIENT FOLLOW-UP

- Interviewers - 10 hours per month

Schedule and conduct confidential follow-up interviews by telephone. This is great exposure and experience in primary data collection, survey research, small business development, and program evaluation. Interviewers enjoy this opportunity to interact with our clients and hear their amazing life experiences along with the successes and challenges of entrepreneurship. These interviews can also identify potential subjects for success stories in our publications and website. Preferred Qualifications: Basic working knowledge of a PC; interest in data entry to our client database; professional and comfortable working on the phone; prior experience in client interviewing, data management or analysis. You must feel comfortable asking sensitive questions that may be personal or financial in nature, and interviewer training is provided. Interviewers start by scheduling interviews with clients, then proceed to additional training to conduct the interviews. We always have a need for more Spanish-speaking interviewers, but Spanish fluency is not required.

GENERAL ADMINISTRATIVE SUPPORT– 2 hours or more per week

Women's Initiative needs support in many administrative areas, including filing, letter writing, updating spread sheets, data entry, stuffing envelopes, making

phone calls and much more. We particularly need help in the San Francisco office. In addition we have need for multiple people to come in for about 4 hours per week to handle the front desk. These people must be bilingual in Spanish and English.

BUSINESS EXPERTS

Our classes have two components, business training and personal empowerment. They are taught in both English and Spanish and while our trainers handle all aspects of business, occasionally we need experts who speak either language or are bilingual are most welcome. Sometimes we have need for experts for the classroom or as Business Connectors in:

- Marketing
- Accounting and Finance
- Attorneys specializing in business
- Operations
- Spanish speaker to help with technology in the classroom

Volunteers can be:

- A guest speakers – 1-2 hours in the classroom
- A resource in the classroom – 3 to 6 hours per week. Help set up computers and answer technical questions from individual students during the class

MARKETING

We are looking for help and in many aspects of Marketing: supporting staff; training clients, supporting labs, evaluating and updating collateral and marketing and communications plans.

Specific projects may include:

- Connecting us to organizations for speaking engagements such as Chambers of Commerce or the Commonwealth Club.
- Graphic designer (print and web) for invitations, event materials and other collateral. Knowledge of In Design software is helpful but not essential.
- Helping create a digital photography archive
- Photographers and videographers for events in different locations in the Bay Area.

FUNDRAISING

Help plan successful events and help with implementation:

- Help find space
- Create invitations and other event materials
- Manage mailing
- Make reminder calls to invitees
- Assist with event set up and clean up

- Attend networking events

VOLUNTEER PROGRAM

The volunteer program needs volunteers!

- Help coordinate the volunteer program in one of our locations: Oakland, San Francisco, San Jose, Concord, or Novato
- Develop volunteer handbook
- Survey volunteers and recommend improvements to the program
- Help staff write volunteer and intern job descriptions

OUTREACH

Women's Initiative is has locations in several Bay Area communities and needs help in the following areas:

- Research on corporations, foundations and donors in the expansion counties
- Assist with outreach in the those counties
- Coordinate the program graduates in each county

FINANCE AND MICROLENDING

There are several areas where we need help in the Finance Department:

- Accounting help during our annual audit which takes place in March/April
- Someone able to make collection calls for a few hours at the beginning of each month
- Help with administrative tasks and billing at the beginning of each month. Even a couple of hours a month would help.
- Multiple people for a few hours a week to staff the front desk in San Francisco. Must be bilingual in Spanish and English

BUSINESS CONNECTOR

The Connector Program is designed to provide our graduates with valuable expert knowledge and advice on specific questions, problems and concerns that they encounter in their businesses. We need help with the following:

- Be a Connector – 3 hours per quarter (flexible)

Connectors are needed to attend networking events, give seminars, meet with clients at networking events and provide one-on-one consultations based on current client needs. This is ideal for a business professional who wants to give back to the community.

- Connector Coordinator – 3 hours a month

Recruit connectors to participate in this valuable program.

LEADERSHIP FOR HIGH PROFILE EVENTS

- Gala Leadership Committee – 3 hours per month

The gala is our most important fund raising event of the year, taking place in May. This is a high profile event attracting business leaders from throughout the Bay Area. Volunteers who work on this committee would oversee the event; raise money, attract sponsors; and raise the visibility of Women's Initiative.

- Community Advisory Council - 2-8 hours per month
Be an ambassador for Women's Initiative. Help us raise funds and increase our visibility locally so Women's Initiative can serve the women in your local community. We are active in San Francisco, South Bay, Alameda County, Marin County, and Contra Costa County.
- Other Committee e.g. Regional Boards

WRITERS – 2-4 hours per week or as available

We need writers for several different projects including:

- Writing for the newsletter and/or the web site
- Interviewing clients and writing their stories. Many of these would involve interviewing the client in Spanish and writing the story in English
- Translating written training material from English to Spanish. We need help translating our website from English to Spanish
- Drafting grant proposals and award applications to raise funds and visibility of WI's growing business management program

Most of this could be done remotely.

RESEARCHERS

Researchers – 4 hours or more per week

Research projects can include almost anything for example investigating cutting edge teaching methodology, collecting and analyzing data on funding sources, and latest data on women in small business.

Research Statistician – 4 hours or more per week

Women's Initiative conducts extensive follow up work to ensure that we are meeting our goals and that the women we serve are succeeding in their businesses. Our cutting edge Evaluation Department needs a statistician to analyze data to evaluate our work.

Grant Research – 2-4 hours per week

Assist our grants team by identifying and researching new donor prospects including foundations, corporations and government sources of funding.

OTHER

- Video some of our classes for us. We will use these videos as part of our training program where videos of expert trainers will be used to help less experienced staff.
- Organize a graduation.

- Special Projects including:
 - Work on Public Policy white paper
 - Annual Gala
 - Quarterly Connect events

As we go through the year our needs are constantly changing. You are invited to send your resume even if you do not feel like you fit in any of the above opportunities.

You may want to volunteer yourself, or may know of others in your workplace or in your circle of friends that would enjoy helping us provide high quality, innovative services. To learn more about these opportunities, please contact our volunteer coordinator, Elizabeth Russell, at vcoord@womensinitiative.org