

Funding Assistant/Researcher

Supervisor: Planning and Evaluations Coordinator

Level: Funding Assistants/Researchers are ranked at a **Tier 2 position** (See brochure for details)

Position Description: Volunteer will assist the Planning and Evaluation Coordinator with completing funding and grant applications.

Objective: Funding applications are crucial to sustaining AIDS Calgary's work and assistance in researching and proofreading can be beneficial in ensuring the application is successful.

Time Commitment:

- Volunteer must be available to come to the AIDS Calgary office once per month (2 hours)
- Independent work (Approx 4 – 6 hours per month)

Responsibilities:

- Attend regular meetings with supervisor to become familiar with new proposals and projects
- Assist with brainstorming, research or writing as needed by supervisor
- Respect very strict deadlines
- Adhere to AIDS Calgary's confidentiality agreement to the highest degree

Qualifications:

- Excellent communication skills, especially written
- Past experience in writing proposals or grant applications is an asset
- Ability to work independently
- Good research skills
- Ability to meet strict deadlines

Training:

- One Core Training day, which includes the following workshops: Challenging Stereotypes, Safer Sex & HIV/AIDS and Living with HIV/AIDS.

Benefits:

- Great opportunity for PhD, Research or Medical Students
- Develop research and communication skills
- Learn new research techniques and practice grant/report writing skills
- The volunteer will benefit from current information about HIV/AIDS and related psycho-social issues
- Invitations to volunteer appreciation events, special agency events or workshops, and community celebrations
- Opportunity to make connections with other individuals, agencies and groups within the community
- Receive the AIDS Calgary newsletter and Volunteer newsletter

Application Requirements:

- Submit a volunteer application and provide 2 – 3 samples of written work for consideration
- Interview with the Volunteer Program Coordinator
- AIDS Calgary will conduct one telephone reference check
- Read and sign a Volunteer Contract and Oath of Confidentiality

Questions? Interested in being an AIDS Calgary Volunteer?

Contact us:

volunteer@aidscalgary.org

(403) 508-2500

Or download the application form from our website

<http://www.aidscalgary.org/getInvolved/volunteer.shtml>