

PARTNERSHIP VOLUNTEERING OPPORTUNITIES

URGENT NEED!!

Office management/ administration

Skills and level of expertise required:

- Advanced software and IT skills with ability to suggest simple methods, and if necessary develop simple macro

Function:

- office management
- to take photos of products and upload to the website and file in soft copy catalogue.

Number of volunteers: one

Estimated hours: two consecutive hours, two times per week

Timeframe: immediate and on-going for the partnership (please note this could be a short-term volunteer role as Anna needs someone immediately while she looks for someone more long-term)



Marketing strategy and plan

Skills and level of expertise required:

- previous experience in developing successful and sustainable market strategy and marketing plans

Function:

- develop a long term marketing strategy/plan in collaboration with Anna and the Outreach co-chairs?

Number of volunteers: two

Estimated hours: during estimated six week marketing development stage, two hours per week, per volunteer. After completion of plan, every two months a two hour meeting to ensure the plan is tracking

Timeframe: immediate and for the duration of the partnership, with greatest push from now to end of September



Develop sales/distribution network

Skills and level of expertise required:

- previous experience in sales (preferably retail sales)

Function:

- to expand on existing sales channels and develop new ones in accordance with the marketing plan

Number of volunteers: three

Estimated hours: two hours per week with greatest push October-December 2010 (after the marketing plan is completed)

Timeframe: following completion of the marketing plan, on-going for the duration of our partnership with Mother & Child



PARTNERSHIP VOLUNTEERING OPPORTUNITIES

URGENT NEED—JEWELRY DESIGNER!!

Designers (fashion, jewelry, decoration, accessories)

Skills and level of expertise required:

- previous design experience ideal

Function:

- to act as focal point and coordinate PrimeTime members' feedback on existing products and future product suggestions
- work in collaboration with Anna to design new items in accordance with the marketing plan after the marketing plan has been finalized

Number of volunteers: two

Estimated hours: two hours per week

Timeframe: immediate and on-going for the duration of our partnership with Mother & Child



PR Coordinator

Skills and level of expertise required:

- experience in PR and networking (note this is not a PR role that only writes press releases; we need a networking coach)

Function:

- increase Mother & Child's profile in the media
- to develop Anna's professional network and exposure within PrimeTime and other organizations

strategically target organizations to develop Anna's professional network, develop and maintain these relationships **Number of volunteers:** one

Estimated hours: one-two hours per week

Timeframe: immediate and on-going for the duration of our partnership with Mother & Child



Sewing trainers

Skills and level of expertise required:

- basic sewing skills with the ability to train the mothers (note: Anna will provide sewing pattern training to PrimeTime volunteers)
- ideal for someone who has a car or ability to take transport freely as training will mostly need to be done in the mothers' homes

Function:

- provide basic training to the seamstresses (mothers) of the items designed by Anna (clothing, door stops, hand bags, and so forth)
- assist Anna with training the mothers with more advanced sewing skills (items to be determined and will progress with skill of volunteers and mothers)

Number of volunteers: two

Estimated hours: two hours a week

Timeframe: immediate and on-going for the duration of our partnership with Mother & Child



PARTNERSHIP VOLUNTEERING OPPORTUNITIES

Social activity coordinator for mothers and their children

Skills and level of expertise required:

- interest in family—mother and child activities
- ideal for a member of the PrimeTime Mothers Support Group

Function:

- proactively organize mother and child activities monthly/bi-monthly/quarterly during the weekend with PrimeTime members and Mother and Child mothers for the purpose of socializing and support
- this position will include some creativity and resourcefulness in trying to find free activities
- the target is also that the mothers continue to socialize outside the activities organized by PrimeTime and to help them doing this.

Number of volunteers: two

Estimated hours: two hours per month/bi-monthly/or quarterly

Timeframe: immediate and on-going for the duration of our partnership with Mother & Child



Fundraising/sourcing for vouchers

Skills and level of expertise required:

- good influencing and negotiation skills
- experience in fund raising would be ideal

Function:

- during the holiday season (when the seamstresses children are on school break), the mothers cannot work and hence need approximately \$200 each during the holiday period to cover their expenses
- this role requires volunteers to source for food, school books or school related items

Number of volunteers: two

Estimated hours: two hours per week

Timeframe: immediate and on-going for the duration of our partnership with Mother & Child



Donation Coordinator

Skills and level of expertise required:

- resourceful with good coordination skills

Function:

- to be the PrimeTime focal point for all donated material and items—this will free up Anna's time to work on design
- currently, Anna needs denim and Thai silk material, as well as sewing machines in good working condition and most importantly—with instruction manuals

Number of volunteers: one

Estimated hours: two hours per week

Timeframe: immediate and on-going for the duration of our partnership with Mother & Child

