

## **SUBCHAPTER FINANCIAL COORDINATOR**

Children's Wish Foundation of Canada is the largest and only all-Canadian wish granting charity dedicated to granting wishes to Canadian children between the ages of 3 and 17 who are diagnosed with a life-threatening illness. For more than 30 years, Children's Wish and our volunteers have worked tirelessly to grant over 25,000 children and their families a heartfelt wish – each is as unique as the child making it.

Does the role of Subchapter Financial Coordinator match your experience, skills and interests?

The role of Subchapter Financial Coordinator will act as a representative of Children's Wish Foundation and support the local subchapter by:

- Overseeing local subchapter financial records and support budget management collaboratively with subchapter members and your staff partner
- Ensure that Children's Wish Foundation donation policies and best practices are followed in your local community
- Provide regular reporting as required, and track local expenditures

Skills and Experience:

- Background as a treasurer or experience with budget management in a professional or volunteer capacity
- Strong computer skills and competencies using Microsoft Office
- Detail oriented with strong organization skills
- Familiarity with Canadian Revenue Agency guidelines and tax receipting regulations

Time Commitment:

- 1-2 hours a week working in collaboration with subchapter volunteers and your staff partner (including some daytime availability for communication)
- Evening and weekend availability for local meetings and events as required
- A minimum one year commitment to the role

As Subchapter Financial Coordinator you will gain the opportunity to work in a team environment and impact the power of a wish, all while gaining hands on role-specific training; building new connections; and developing or expanding professional skill while working with the support of Children's Wish Foundation.