

Federation of Metro Tenants Associations (FMTA) Volunteer Opportunity Membership Liaison

The FMTA is recruiting tenants to form a team to help the FMTA liaise with our membership in the City of Toronto.

Some of the tasks involved in this position include:

- Calling and surveying FMTA members
- Sending material to FMTA members as requested
- Informing FMTA members of new initiatives, campaigns and publications

The time commitment required for this position includes:

- Participation in an initial training
- Work with the FMTA Executive Director
- 3-4 hours per month
- Make a one year commitment as a member of the FMTA Team

Expected number of hours per week or month: approximately 3-4 hours per month

Firm vs. flexible time: firm for training, business hours required for calling members.

Skill Requirements

- Phone call experience
- Excellent communication skills

Training and Skill Development Opportunities offered:

- Member Relations experience for a prominent Toronto non-profit
- Learn about Ontario tenant issues
- Work with FMTA staff
- Working in fields of social services, housing and law

Benefits

- Training
- Letter of reference based on performance upon completion of 30 hours of volunteering with the FMTA
- Certificate noting the number of hours worked and accomplishments
- Invitation to an FMTA events