

PWRDF Volunteer Parish Rep Job Description

Purpose

As the PWRDF Rep your role is to strengthen and lift up PWRDF as a vital ministry within your parish; encouraging your community to live out the gospel in tangible and concrete ways by faithfully and actively supporting the work of PWRDF.

This position description represents the activities that are needed to support a strong PWRDF ministry within a parish. It can be done by 1 person or by building a team. The team approach is encouraged.

Key Tasks

- Include PWRDF partners and programs in your parish prayer and worship.
- Raise awareness of PWRDF in your parish
- Create opportunities for parish educational events and activities.
- Plan for, order and promote the use of PWRDF resources.
- Plan and support PWRDF fundraising events in your parish.
- Encourage support for PWRDF campaigns and appeals.
- Promote the many ways to donate to PWRDF.
- Liaise regularly with your PWRDF Diocesan Representative and report on parish PWRDF activities.
- Participate in diocesan PWRDF events or activities.
- Keep your parish leadership apprised of PWRDF's work and activities.
- Provide updated parish contact information to PWRDF.
- Adhere to PWRDF policies: For the full text of the policies go to <http://pwrdf.org/who-we-are/policies/>

Skills and attributes

- Internet access and proficiency with e-mail, internet and social media.
- Interest in sustainable development, relief, refugees and global justice.
- Good verbal and written communication skills and comfort with making presentations
- Event planning skills
- Ability to lead and inspire others

Time required Approximately 3-5 hours per month with a flexible schedule for a 2-year term (Renewable).

Support Provided

- PWRDF Parish Representative Handbook.
- Staff and diocesan representative availability for advice and support.
- PWRDF Resources
- Regular communication from diocesan representative about PWRDF programs and resources.

Benefits

- Be part of a dynamic network of volunteers committed to social justice, who can provide support and inspiration
- Learn about international development, social justice and humanitarian response
- Be part of a ministry that has a large impact in Canada and around the world