

Volunteer Job Description

Title: Letter Writers & Letter Writer Coordinators

Purpose:

From time to time we need our members to write to politicians and decision-makers to tell them how they feel about a specific environmental issue that CPAWS is involved in. In all of our public campaign material we provide people with background information and encourage them to write the relevant politicians. It would be very helpful to have a "letter writer bank" (a list of volunteers willing to write letters for us) that we can contact when there is a timely need to write such letters. It would be also very helpful to have a coordinator to organize such letter writing campaigns.

Tasks:

Letter Writers

You will be contacted from time to time and asked to write specific politicians regarding a specific topic or campaign. You will be provided with all the background information on the topic and, if you wish, sample letters to work with. Please carbon-copy CPAWS so that we know what is being sent in.

Letter Writer Coordinators

You would be meeting with the appropriate staff member and assisting them in developing background material to provide to the letter writers. Based on the background information, you would develop some sample letters. You would be in charge of contacting all other Letter Writers, providing them with the background information and sample letters.

Qualifications

Anyone can do this!

Timeframe

We will try to give you advance notice of when we will be requiring letter writers. We anticipate no more than 3 letter writing campaigns per year. You do not have to participate in all letter writing campaigns, you may pick whichever one interests you.

Locations

This could be done from the comfort of your own home. Or, if you wish, you can make use of the spare computer at the CPAWS office.

Supervision

The staffperson in charge of the specific campaign would be your main contact person.

What do you get out of it?

A chance to let politician know you care about environmental issues and a chance to stay on top of hot environmental topics!