



World Change Starts with Educated Children. ®

About Room to Read

We envision a world in which all children can pursue a quality education, reach their full potential and contribute to their community and the world. To achieve this goal, we focus on two areas where we believe we can have the greatest impact: literacy and gender equality in education. We work in collaboration with communities and local governments across Asia and Africa to develop literacy skills and a habit of reading among primary school children, and support girls to complete secondary school with the life skills they'll need to succeed in school and beyond.

Room to Read has obtained an impressive number of [awards](#) and was recently named one of the [Top 100 Best NGOs](#) in the World!

Getting Involved with the Montreal Chapter

The Room to Read chapter network includes about 50 chapters and over 11,000 volunteers around the world who network and raise awareness and funds for Room to Read. The Chapters collectively raise about 30 percent of Room to Read's annual operating budget.

The following are some of the ways in which you can get involved (we appreciate every effort, however large or small):

1. **Read the books!** *Leaving Microsoft to Change the World* and *Creating Room to Read* are John Wood's stories about how Room to Read was founded, or *Zak the Yak*, John Wood's book for children, available through the Montreal Chapter or on Amazon.ca. Reading and sharing these books with others is a great way to raise awareness for Room to Read.
2. **Stay informed.** We encourage you to familiarise yourself with the global website (www.roomtoread.org) and learn more about the Montreal Chapter by "Liking" our [Facebook page](#) (Room to Read Montreal).
3. **Make a donation.** Donate through our website, or by using the attached form.
4. **Contribute your skills.** Volunteering with the dynamic Montreal chapter can be a very rewarding experience and we pride ourselves on the high calibre of people we have working together. Some of the areas where we are currently looking for volunteers are listed on the attached "**Volunteer Opportunities**" document.
5. **Come to our events.** Our events are a great opportunity to network, meet other people who are passionate about Room to Read's mission, ask questions, and discuss volunteer opportunities with us. We hope to see you there!
6. **Organize independent events.** Many of our supporters organize their own local events to raise money and share the Room to Read story with their networks.

Thank you for your interest in Room to Read, and we sincerely hope that you will join Room to Read's global movement to change the world! If you have any questions, or would like to get involved, we will be happy to provide additional information.

Suzanne Villeneuve and Rebecca Elie Best
Room to Read Montreal Chapter Leaders montreal@roomtoread.org



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VOLUNTEER OPPORTUNITIES

The following is only a brief outline of the volunteer opportunities available. If you think that any of these roles might interest you, let us know which one(s), and we will be happy to provide more details. We are ideally looking to find 2 or more people to fulfill each of these roles, and the volunteers can decide how to allocate responsibilities between themselves.

All volunteer opportunities are flexible – roles can be shared, taken on a temporary basis or altered to fit your lifestyle. Contact us to see how we can make it work!

DEVELOPMENT TEAM

Volunteer Coordinator	The Volunteer Coordinator ensures there are sufficient volunteers for the Montreal Chapter's events. In addition, the Volunteer Coordinator is responsible for the recruitment, screening, training and organization of volunteers for the weeks and month leading up to, as well as on the days of the events. (5-6 hrs/week)
Development Manager, Corporations and Foundations	The Development Manager, Corporations and Foundations will help secure donations for Room to Read, sponsorship for fundraising events organized by the Montreal Chapter and develop and implement a strategy for raising funds in the corporate sector. (4-5 hrs/week)
Development Volunteer	We are seeking professional, detail-oriented volunteers to join the Development Team to assist with responsibilities such as donation processing, donor support, engagement, and stewardship, data entry, providing administrative support to other team members, and liaising with corporate office as needed. (3-4 hrs/week)

COMMUNICATIONS TEAM

Public Relations Manager	The Public Relations Manager is responsible for increasing public awareness about Room to Read, assisting the Montreal Chapter to expand its presence in Montreal by presenting its mission clearly through well designed promotional materials, and developing an overall publicity campaign plan. (2-3 hrs/week)
Promotional Material Writer (English language / French language)	The Chapter is seeking someone with a flair for creating brochures, ads, flyers, and other English-language and/or French-language materials that can be made available in a variety of venues around town and increase awareness of Room to Read in Montreal. (3-5 hrs/week)
Graphic Designer	The Montreal chapter produces a number of different publications and documents throughout the year – from basic forms, to logos, leaflets, presentations and brochures. We need a team of efficient designers to help us with our design needs. This is a diverse role that will allow you to unleash your creative genius in all areas of marketing communication, branding and document design. (project-based)
Social Media Coordinator (English language / French)	Do you love social networking and want to make a difference? We seek a highly a

language) motivated individual with experience and passion for blogging. You will play a key role in using social media to engage English-language and French-language supporters whilst raising the profile of the Montreal Chapter of Room to Read. (2-3 hrs/week)

Translator (English to French) Since most of the Room to Read material which is presently available is in English, we are looking for people with excellent French writing skills and editing skill to help us translate these documents into French, for use in Quebec. Our translators may be asked to coordinate efforts with the Paris, Zurich and Geneva Room to Read Chapters, which also require French documents. (project-based)

EVENTS TEAM

Event Coordinator The Event Coordinator is responsible for assisting with the planning and execution of the Montreal Chapter's fundraising events. This will entail assisting with the coordination of event logistics (i.e. contracts, catering, audio visual, décor, travel, entertainment, etc.), oversee auctions (where applicable), and work with local volunteers to coordinate the events. (6-8 hrs/week)

Sponsor & Auction Coordinator The Sponsor & Auction Coordinator is responsible for identifying and procuring donation items for Montreal Chapter events, and coordinates any auctions on the day of events. (5-7 hrs/week)

"Day Of" Events Volunteers In order to make our events successful, volunteers are always needed to fill a number of positions before and on the day of an event. If you're looking to get more active in the community and are passionate about Room to Read's cause, this is a great opportunity to do so! Examples of volunteer positions could include working at the donations tables, answering questions about the event, helping with food and beverage service, taking photos of our events, etc.

STUDENTS HELPING STUDENTS TEAM

School Event Coordinator Students Helping Students (SHS) is a youth movement to raise funds and awareness for the work of Room to Read. Help students plan all sorts of activities for Room to Read! We have lots of ways you can help. Help kids host a fundraiser at school, make a video to raise awareness, hold a book swap, and plan a community event. The possibilities are endless! (5-7 hrs/week)