

International Princess Project

VOLUNTEER LEADERSHIP POSITIONS

Each of the following positions is a vital part of International Princess Project (IPP) operations. Thank you for considering investing your time and talents into IPP. The positions will be filled according to skill set and availability. Each position requires a nine-month (August-May) commitment and participation in Monthly Volunteer Leadership Team meetings.

Office Assistant

- Assists Operations Coordinator in daily office functions of the IPP office including mailings, filing, copies, keeping supplies stocked, etc.
- Keeps the office & storage area clean, orderly, accessible, and presentable.
- Approximately 2-4 hours a week.

Inventory Control Specialist

- Maintain an accurate tally of in-house product inventory, to be updated monthly, with small inventory adjustments weekly depending on what goes out and comes in for events and parties.
- Update the online store inventory on a monthly basis and as-needed on a weekly basis
- Add new products to the online store as needed (including photography, descriptions, and product specifications, which will be provided by the Business Manager. Training will be provided. This can be done from anywhere with an Internet connection.)
- Train other volunteers on how to tag, label, and ship online orders.
- Work with the Business Manager on inventory specific projects, including Wholesale Orders and PUNJAMMIE™ Parties.
- Straighten, re-tag, and re-fold inventory as needed.
- Training provided by Operations Coordinator and Business Manager.
- Approximately 4 hours a week.

Student Relations

- Support, encourage, and maintain regular communication with High School Club Presidents and Advisors to best facilitate club meetings & events.
- Update IPP Staff, specifically Operations Coordinator, on any questions, alerts, needs, etc.
- Serve as go-to person for new clubs to brainstorm & execute ideas with current club officers.
- Help create curriculum & cultivate relationships among student leaders.
- Approximately 4 hours a week.

PUNJAMMIE™ Party and Events Coordinator

- Assemble Party Kits and events materials to be lent out as needed for PUNJAMMIE™ Parties.
- Assist Business Manager to effectively communicate with Party Hosts from pre-party to finish.
- Promote PUNJAMMIE™ Parties among IPP supporters and network among new spheres of influence.
- Keep track of party and events supplies and replenish as needed.
- Training provided by Business Manager.
- Approximately 4 hours a week.

Volunteer Gathering Assistant

- Support Operations Coordinator to plan and put on Volunteer-specific events including:
 - Monthly Volunteer Leadership Team Meetings
 - Monthly Volunteer Orientations
 - Quarterly Volunteer Gatherings
 - Quarterly Volunteer Workdays
- Coordinate among Volunteers to respond to needs regarding these regular events.
- Maintain Volunteer communication in Volunteer Event “Take-Home” fliers & calendar.
- Approximately an average of 2-4 hours a week.

Researcher

- Support IPP Staff with researching needs and specific researching-related projects.
- Research and be the resident expert on issues pertaining to IPP’s work: human trafficking, sexual slavery, after-care recovery, India, and current events.
- Maintain IPP Library and Article Catalog.
- Approximately 2 hours a week.

Cause Advocates

- Be educated and able to confidently communicate about IPP’s mission, vision, and goals.
- Be educated and able to confidently communicate about human trafficking in India, IPP’s partners, IPP’s history, and the ladies currently in after-care.
- Be able to field a range of questions regarding IPP’s work and surrounding issues.
- Represent IPP at various events, either as a featured public speaker or an expert answering questions on a one-on-one basis.
- Time commitment is relative to events schedule – busy time will be in October, November, and December.
- Training provided by IPP Staff.

Please specify on your volunteer application if you would like to interview for any of the volunteer leader positions.

If you have any questions or would like more information regarding any of the positions, please email us at: info@intlprincess.org or call the office: 949-574-2310.

Thank you for your willingness and desire to give of your time and talents to partner with International Princess™ Project!

We look forward to talking with you!

The IPP Staff