

# Rahima Company Ambassador

Duties & Responsibilities

# Goals

- Engage employees to contribute to Rahima
  - money
  - time
  - ideas
  - du'as
- Ensure Rahima meets the needs of employees
- Maximize company matching

# HR facing responsibilities

- Get Rahima approved as matched charity
- Ensure Rahima is a participating organization in company's "giving" campaigns (e.g. year end)
- Time commitment: One-time only, to set things up:
  - discovering the right contacts in HR
  - setting up time with them
  - filling out the required applications
  - getting information from Rahima Foundation
  - driving it to closure

# Employee facing responsibilities

- Remind & encourage employees to volunteer at monthly food distributions (and to enter volunteer hours) & other activities
- Remind and encourage employees to donate (and claim matching funds) during Ramadan and giving campaigns
- Plan 1 lunch meeting with employees and invite a representative from Rahima Foundation
- Articulate benefits of giving to Rahima (local beneficiaries preferred in sunnah, etc)
- Time commitment:
  - 15 mins every month
  - 1 hr each during Ramadan & Giving campaigns
  - 2-3 hrs. to organize and have a lunch meeting (once a year)