

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
 - Ensure the information for your company's matching forms and procedures is identical to what is shown on Rahima's donate page, when you enter your company name
 - 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)
- Encourage employees to familiarize themselves with their company's requirements for matching. They can do this at the bottom of Rahima's Donate page by typing the company name
- 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)