



Volunteer Opportunity: Product Manager

Type: Volunteer

Location: In-Person: Calgary, Alberta

Employer: Right to Learn Afghanistan (Right to Learn)

Duration: Six months with the possibility of extension

Apply by: Open until filled.

Role Overview

Right to Learn Afghanistan is seeking a detail-oriented and trustworthy Volunteer Product Manager to oversee an inventory of goods made by Afghan artisans that is stored in a secure location in Calgary, Alberta.

This in-person role focuses on organizing inventory, ensuring product quality, coordinating distribution to community partners, and independently managing the sale of select items through online marketplaces or other e-commerce channels. This role requires use of a secure, personal computer for documentation, inventory tracking, and e-commerce tasks.

Proceeds from this volunteer role directly support programs that uphold the right to learn and expand access to education and livelihoods for Afghan women and girls.

Key Responsibilities

- Sort, organize, and catalogue boxes of artisan-made products
- Conduct quality checks to ensure items are suitable for sale or distribution
- Maintain accurate inventory records, including items received, stored, distributed, and sold
- Coordinate the distribution of goods to community groups and partners
- Manage the sale of selected products through online platforms such as marketplaces or other e-commerce tools using a personal computer
- Track all sales, expenses, and proceeds with financial accuracy and transparency
- Ensure proceeds are documented and reported in support of Right to Learn Afghanistan programs

- Recommend basic improvements to inventory systems, pricing, or sales processes as needed

Skills & Qualifications

- Strong organizational and record-keeping skills
- High level of financial responsibility and attention to detail
- Comfort working independently and managing physical inventory
- Basic familiarity with online sales platforms (i.e. Facebook Marketplace or other sales channels)
- Respect for and interest in ethical, community-based work with artisan goods
- Alignment with human rights values and the mission of supporting Afghan women and girls

What You Will Gain

- Hands-on experience managing products, inventory, and ethical sales
- The opportunity to directly support fundraising efforts for Afghan women and girls
- Flexible scheduling and meaningful, mission-driven volunteer work
- Experience that may be valuable for careers in product management, operations, or social enterprise

To Apply:

Applicants living in Calgary, Alberta are invited to apply for this position.

Applications should include:

- A cover letter describing the applicant's interest in the position.
- A brief resume or summary of relevant experience.

Please apply soon, as applications are considered as they are received, via email to: righttolearnrecruitment@gmail.com. Please insert the following text in the subject line of your email: "Product Manager Volunteer Position". No phone calls please. Only successful applicants will be contacted.

About Right to Learn Afghanistan:

Right to Learn Afghanistan (formerly Canadian Women for Women in Afghanistan) exists to make the right to learn a reality for Afghan women and girls.

We have supported human rights and education opportunities for girls and women in Afghanistan since 1998 by providing access to quality, gender equitable education. We have trained 10,000 teachers, established 300 libraries and science labs, and established a digital library with tens of thousands of downloads each month.

As of August 2021, Afghanistan became the only country in the world to ban women and girls from receiving an education. Working in partnership with Afghan women, Right to Learn Afghanistan has adapted programs to offer free virtual courses to connect thousands

of Afghan women and girls with quality education. Our programs transform lives, promote gender equality, and uphold the right to learn.

Learn more about our work at [RightToLearn.ca](https://www.RightToLearn.ca)