



1024 Pierre Avenue
Shreveport, LA 71103

Office: (318) 425-3351
www.IGOcares.org

Greetings,

The Institute for Global Outreach is a recognized 5013c non-profit based in Shreveport, LA that is dedicated to helping to improve the quality of life for individuals deprived of necessities such as clean water, food, and clothing. The Institute for Global Outreach, or IGO, currently hosts an annual fundraiser, *The Walk for Humanity*, which is our largest and **only** fundraiser now being held in two locations (Shreveport-Baton Rouge). All the work that we do at IGO is heavily centered around this walk and paperwork associated with keeping records for our sponsored children in Africa. The basic skills that are needed for this position are:

- Strong verbal and communication skills
- Computer competent with the ability to be trained to use programs such as Word, Excel & Quickbooks
- Good organization skills
- Punctuality is key and a caring attitude is always welcomed!

We are looking to hire someone immediately for the position as Global Impact Officer. IGO currently operates with the help of limited volunteers. However, as we grow, it is imperative that we train someone dependable for this part time position that will hopefully become full time. For more information, please visit our website at www.IGOcares.org or contact us at 318-425-3351.

To watch a video highlighting our latest trip to Africa please visit:

NOV 2018 ON THE GROUNDS OF AFRICA:

<https://www.youtube.com/watch?v=irtMzom8xr0&t=18s>

Blessings,

A handwritten signature in cursive script that reads "Velma Kirksey-Tarver".

Velma Kirksey-Tarver
Founder / Director