



JOB DESCRIPTION

JOB TITLE: Volunteer Coordinator / Administrative Assistant

REPORTS TO: Executive Director

SUMMARY OF DUTIES:

The Volunteer Coordinator / Administrative Assistant is responsible for recruiting new volunteers, training & retaining existing volunteers, and providing administrative support to the Executive Director.

The position requires a strong communicator that is comfortable speaking to large groups as well as one-on-one trainings. The Coordinator will implement current volunteer programs as well as explore additional opportunities volunteers can help the Social Apostolate succeed.

Primary Responsibilities:

- ❖ Serve as primary point of contact for all requests to volunteer including, telephone, voice mail, email and written requests and ensure a timely response.
- ❖ Coordinate with staff to identify and fulfill volunteer needs.
- ❖ Manage volunteer activity and schedules within the volunteer database.
- ❖ Engage in community outreach and recruitment of prospective volunteers.
- ❖ Maintain and update online volunteer calendar of events and database.
- ❖ Plan and conduct volunteer orientations and volunteer appreciation events.
- ❖ Develop and maintain complete and accurate records to include volunteer contact information, volunteer policies, procedures, position descriptions, standards of conduct and criminal background checks.
- ❖ Provide monthly reports on all individual and group volunteer activities to include number of volunteers, number of hours worked, and in-kind contribution value of service.
- ❖ Assist the Executive Director in preparing for the Advisory Board meeting by printing and emailing agenda, minutes, and other documents.
- ❖ Serve as a backup in processing all gifts, acknowledgements and reporting for cash contributions, in-kind donations, and online gifts.
- ❖ Support marketing and communication projects including the e-newsletter, email blasts, website updates and social media activities.
- ❖ Manage the repair and maintenance of office equipment including computers, phones and printers.
- ❖ Other duties as assigned by the Executive Director or Program Coordinator.

Qualifications:

- ❖ Bachelor's degree preferred. Experience working in a non-profit environment is highly desired.
- ❖ Excellent project management and organizational skills.
- ❖ Strong written and verbal communication skills.
- ❖ A team player that also works well autonomously.
- ❖ Proficient with Microsoft Office and social media platforms required; experience with online databases preferred.
- ❖ Bilingual (Spanish) preferred, but not required.

Schedule: This is a full-time, hourly position. Must be available for special events and training.

The Social Apostolate is a social service outreach center of the Catholic Diocese of Savannah. Its mission is to care for and empower the poor, the homeless, the disabled and the “at-risk” people of the Savannah area in witness to the biblical values of charity and justice. For more information, please visit our website at www.socialapostolate.org.

The Catholic Diocese of Savannah offers an extensive benefit package that includes paid sick and vacation time; medical, dental, life and LTD insurance and a 401-K retirement plan.

To apply, please submit a cover letter and resume to:

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