



## Employment Opportunities/ Job Openings

### **Volunteer Resources Specialist** **Mission Advancement Department**

Catholic Charities Atlanta is hiring a **part-time Volunteer Resources Specialist** on our Mission Advancement team. In this position, you will perform a variety of administrative and clerical duties to support the Manager of Volunteer Resources in the recruiting, maintaining and relationship building of volunteers and interns for all Catholic Charities Atlanta programs. This position requires advanced knowledge of MS Office software, data base programs and social media platforms.

Candidates should have strong attention to detail and have exceptional organizational skills. Additionally, candidates must have excellent written and oral communication skills and outstanding customer service skills. An appreciation for different cultures and willingness and ability to work with clients and co-workers from multiple cultural backgrounds is essential.

Email a **resume** and **cover letter** with “Volunteer Resources Specialist” in the subject line to:

[ccaemployment@catholiccharitiesatlanta.org](mailto:ccaemployment@catholiccharitiesatlanta.org)

Qualifying candidates will be selected and contacted for interviews.

**Posted: December 6, 2018**

## Catholic Charities Atlanta Job Description

**POSITION TITLE:** Volunteer Resources Specialist

**CATEGORY:** Direct Service/Administrative Support

**PROGRAM ASSIGNMENT:** VOLUNTEER RESOURCES (DEV Dept)

**CLASSIFICATION:** Part-time, Non-Exempt

**JOB CODE:** Scale Grade

**QUALIFICATIONS:** **General:** High School diploma/GED. Minimum 1-3 years of experience in customer service or clerical setting. Requires advanced knowledge of MS Office software, data base programs and social media platforms. Driver's license required. An appreciation for different cultures and willingness to work with people of different cultures. Strong attention to detail and organizational skills. Excellent written and oral communication skills. Exceptional customer service.

### GENERAL RESPONSIBILITIES:

The Volunteer Resources Specialist performs a variety of administrative and clerical duties to support the Manager of Volunteer Resources in the recruiting, maintaining and relationship building of volunteers and interns for all Catholic Charities Atlanta programs. The general responsibilities of this position include the responsibilities shared by all employees of Catholic Charities Atlanta (separate document).

### SPECIFIC RESPONSIBILITIES:

1. Enter volunteer records into Raiser's Edge database, create and run queries and monthly volunteer data reports.
2. Assist with the recruiting, processing, timesheet submission, recognition, and assessment for volunteers and interns and ensure that every step of the application process is complete, initiating follow-up as needed.
3. Update and independently establish volunteer records, database and volunteer job descriptions.
4. Participate in training to be certified to run background screenings and conduct those screenings as assigned.
5. Perform reference checks via telephone interviews and Survey Monkey surveys.
6. Generate monthly volunteer appreciation letters and birthday cards.
7. Update volunteer opportunity listings on web platforms and social media.

8. Help the Volunteer Resources Manager implement a volunteer recognition program.
9. Assist with the distribution and collection of volunteer performance evaluations.
10. Aid in all Christmas Connections efforts, including support on enrollment and distribution days, data entry of wish lists, reports and communication with church sponsors as needed.
11. Perform clerical, administrative and general office duties in a responsible and highly confidential nature.
12. Support the Volunteer Resources Manager in the tracking of in-kind donations.
13. May assist with the writing of content and the publishing of volunteer e-newsletter and other volunteer-related communication.

**SUPERVISORY RESPONSIBILITIES:** None

**ACCOUNTABILITY:** Reports directly to the **Volunteer Resources Manager**

**COMMENTS:** The workweek is **16 hours per week**, flexible, but preferably spread among 3 or 4 days. The position requires a willingness and flexibility in work hours when necessary to fulfill job responsibilities. Employee is subject to Personnel Policies and procedures prescribed for all personnel. Must have valid Georgia driver's license, reliable personal transportation and current auto coverage. Position is non-exempt.

**DISCLAIMER:** This is not necessarily an exhaustive list of the responsibilities, tasks, skills, efforts or working conditions associated with the position. While this is intended to be an accurate description of the current job, management reserves the right to revise the job or require other tasks be performed when circumstances arise (i.e., emergencies, changes in personnel, rush job, technological developments, etc.).

*I have received a copy of my current job description:*

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*Employee signature*

*Date*