

OUR MISSION: The YWCA of Lewiston–Clarkston is dedicated to empowering women, eliminating racism, and promoting peace, justice, freedom and dignity for all. It is committed to building a strong community by actively promoting the value of diversity and the right to a life free from violence, poverty, and oppression.

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| NAME: | | DATE OF HIRE: | |
| JOB TITLE: | VOLUNTEER & OUTREACH COORD/ADMIN SUPPORT | | |
| SUPERVISOR: | DIRECTOR OF COMMUNITY ENGAGEMENT | STATUS: | Non-exempt |

POSITION SUMMARY

Promote community understanding and positive public relations of **YWCA** program activities through special events, volunteer recruitment, and coordinated outreach activities.

DUTIES AND RESPONSIBILITIES

AREAS OF PRIMARY RESPONSIBILITY

- Recruit, schedule, and train volunteers. Keep staff informed of opportunities for volunteer assistance.
- Develop and coordinate special events as directed.
- Assist in updating and maintaining website and social media as directed.
- Work with the media to publicize events and donation needs.
 - Maintain and organize donation storage
- Enter donors, volunteers, and members in database in a timely manner.
- Provide outreach to inform the community of how to access **YWCA** services
 - Staff tabling events, information fairs
 - Maintain and organize display materials
- Assist in grant management
 - Reconcile grants as directed
 - Track match needed for grant funding
 - Assist with grant reimbursements as needed
 - Other funding related tasks

PROGRAM

- Responsible for compliance with all grant standards and reporting requirements related to this position.
- Maintain records required for grant compliance, statistical record keeping, and as needed to measure program success.
- Communicate effectively with supervisor regarding weekly activities, roadblocks and successes.
- Participate on staff committees for events (annual meeting, conference) and activities (awareness months, community events) as needed/determined.
- Attend all required staff meetings and trainings.
- Other duties as assigned to ensure program success.

ORGANIZATION

- Commitment to the mission, values, and goals of the **YWCA**.
- Promote positive public relations and community understanding of program services and activities.
- Research and submit information to the grant team on pertinent funding sources.
- Other duties as assigned to ensure agency success.

QUALIFICATIONS:

- Excellent communication skills, written and verbal.
- Outgoing, enthusiastic, creative thinker.
- Organized and detail oriented.
- Excellent computer skills and knowledge of social media.
- Ability to work effectively with the public, volunteers, and staff.

- Ability to be self-directed and work as part of a team.
- High school diploma or equivalent plus two years relevant work experience.
- Willing to work night and weekend events.
- Hold valid driver's license and insurance.
- Must be able to lift 40 pounds.

Employee Signature: _____

Date: _____

Supervisor signature: _____

Date: _____