



Volunteer Support Specialist
Seasonal Full Time, September 2018 – February 2019
Volunteer Engagement Department

Foundation Communities is a nonprofit organization that creates affordable housing where families succeed and provides tools that empower people to increase their educational and financial standing. More information about us can be found at <http://www.foundcom.org>.

The seasonal Volunteer Support Specialist is responsible for assisting the Volunteer Engagement Team in developing and maintaining meaningful volunteer opportunities focusing on program coordination and logistics, training operations and data management.

This position receives direction from the Director of Volunteer Programs.

Primary Duties and Responsibilities:

- Assist with the Holiday Assistance Program – This is an annual program where community sponsors (individuals, families, churches, businesses, etc) can sponsor a Foundation Communities resident/family and provide them with their Christmas wishlist. Other facets include a holiday drive and online donations.
- Assist with training preparation and implementation for both the Community Tax Centers and Insure Central Texas programs, our two largest community programs.
- Assist with maintenance of robust volunteer records, data, and hours reporting.
- Cultivate and maintain strong relationships with individuals, churches, businesses, and universities.
- Implement good practices of volunteer engagement and event planning – clear and consistent communication, follow through, and meticulous attention to detail.
- Provide day-to-day support for volunteers and encourage their ongoing involvement.

Qualifications

- Minimum one year experience coordinating volunteers, event planning and/or administrative support.
- Familiarity with Microsoft Office suite and comfortable with a variety of databases.
- Outgoing, energetic candidate with experience in building relationships with individuals and diverse groups.
- Strong written and oral communication skills.
- Ability to pay meticulous attention to detail.
- Flexible work schedule that allows for several nights and some weekends.
- Reliable transportation.

To apply

Please send a cover letter and resume to jackie.cuellar@foundcom.org by July 20. No phone calls please.

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity.