



**Position: Development Engagement Assistant**

**Supports:** Development Department

**Position Summary:** Assists the Development department with thank you calls and handwritten notes to Parishes and Donors and keeping the office more organized.

**Essential Responsibilities:**

- Assist in calling Parishes and Donors, thank you calls, handwritten notes, and maintaining accurate Parish lists. As such, a volunteer in this capacity must be friendly and positive.
- Strong communication skills: verbal and writing
- Basic proficiency with Microsoft Office

**Requirements:**

- Must complete a LiveScan background check, paid by Catholic Charities.
- Must complete all required volunteer forms.
- Must be able to volunteer 6 hours per week.

**Who we are:** Since 1935, Catholic Charities East Bay's mission has been to support children, youth, families, and seniors from crisis to stability and well-being. Our lines of service include rental assistance to prevent eviction, youth mental health services that disrupt cycles of violence and help young people succeed, and immigration legal services. We welcome and serve everyone who has qualities for our programs. Our three main offices are in Oakland, Richmond, and Concord, serving Alameda and Contra Costa County.

Volunteers are the heart of our business and Catholic Charities East Bay offers various volunteer opportunities in Alameda and Contra Costa counties!

Development  
Engagement  
Assistant

Location:

Oakland