



Position: Development Office Support

Supports: Development Department

Position Summary: Assists the Development department with administrative tasks. This includes but is not limited to copying, filing, and making follow-up phone calls and, additionally, assisting in helping with Fundraising Events. As such, a volunteer in this capacity must be friendly, positive, professional, detail-oriented, and organized.

Essential Responsibilities:

- Assist Development with administrative tasks within the department: filing, mailing, and hand-addressing cards.
- Strong communication skills: verbal and writing.
- Keep a clean and organized office.
- Support the team with additional duties as required, such as name tags, etc.
- 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
Office Support

Location:

Oakland