



Catholic
Charities
East Bay

Development
Engagement
Assistant

Location:
Oakland



Position: Community Event Team

Supports: Development Department

Position Summary: Our Community Event Team Volunteer Opportunities allow you to sign up for volunteer projects as you are available. These projects happen on a variety of days and times throughout the year, flexing with the time of the year and the needs of the Organization.

Essential Responsibilities:

- The Special Event Day Volunteers assist on the event day and help with set-up, gifts, crowd flow management, and tearing down tables and tents.
- Assist with translations, calls, handwritten notes, etc.
- You should arrive on time and follow instructions.
- Strong communication skills: verbal and writing
- Basic proficiency with Microsoft Office

Requirements:

- Must complete a LiveScan background check, paid by Catholic Charities.
- Fluent in English and other languages such as Spanish, Korean, or Vietnamese
- Must complete all required volunteer forms.
- Must be able to volunteer once or twice a year.

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!