

Position Title: 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.

Agency Culture: We are committed to maintaining a diverse and inclusive environment where all individuals are treated with respect and dignity. We do not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation, national origin, age, disability, or genetic information. Our policies, practices, and decisions reflect this commitment to equal opportunity and non-discrimination in all aspects of our operations.

When you volunteer, you are doing good for others and the community,
and that will provide you with a natural sense of accomplishment
and will also give you a sense of pride.