



# VOLUNTEER OPPORTUNITITES

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## **INTAKE**

- Calls family back within 24 hours
- Enters family information into software
- Sets up assignment for delivery
- Can select on-call days/times to accept calls
- Poverty 101 class is preferred

## **OUTREACH**

- Delivers basic items to families living in cars, tents, encampments or shelters in King/Snohomish
- Requires an understanding of individual circumstances & needs
- Requires ability to store limited inventory at home
- Requires ability to discern between safe or unsafe circumstances
- Poverty 101 class is preferred

## **INVENTORY**

- Organizes and maintains rented storage units
- Purges unnecessary or non-functional items
- Restocks items
- Tracks inventory in CRM
- Pulls and assembles items for deliveries
- Someone who lives near Bellevue is preferred

## **COMMUNITY DEVELOPMENT**

- Builds strategic relationships with community partners to raise awareness of our work and goals
- Serves as an ambassador and represents organization at speaking engagements and events
- Should be able to network using existing connections
- Extraverted go-getter is preferred

## **SPECIAL EVENTS**

- Plans special events to promote awareness
- Creates project plans
- Leads team of volunteers
- Requires excellent project management skills

## **MARKETING**

- Brainstorms and develops ideas for creative marketing strategy
- Maintain branding standards
- Develops content
- Manages social media channels and website
- Writes blogs, press releases and secures interviews with media
- Requires excellent writing/editing skills

## **TECHNOLOGY**

- Assists with WordPress website
- Provides G Suite email support
- Knows APIs – Salesforce
- Manages hosting/domain

## **ADMIN ASSISTANT**

- Assists Board and/or Executive Director
- Formats processes and policies
- Assigned project support
- Performs data entry

## **FUNDRAISING**

- Raises money/Engages with donors
- Recruits prospective donors
- Has established community network

## **VOLUNTEER**

- Vets new volunteers
- Onboards volunteers
- Searches for new volunteers
- Implements plans for volunteer retention
- Excellent communication skills

## **DONATIONS (IN-KIND, MONETARY, DRIVES)**

- Collects items/arranges for delivery to storage
- Coordinates donor communications
- Publishes photos of items collected
- Logs and tracks donations/Sends thank you

FROM HAND WRITING THANK YOU NOTES TO DELIVERING BASIC NEEDS TO FAMILIES, WE HAVE OF VARIETY OF OPPORTUNITIES TO FIT YOUR SCHEDULE.