



To learn about the Center for Child Protection, visit www.centerforchildprotection.org.

Job Description

Job Title: Events & Corporate Volunteer Associate

Supervisor: Events & Corporate Relations Manager

Job Summary: The Events & Corporate Volunteer Associate is responsible for the recruitment, training, recognition, and retention of volunteers for fundraising events and corporate groups. This position plans and implements a variety of small to mid-size special events.

Minimum Qualifications:

- Bachelor's degree with a minimum of two years' work experience
- Excellent organizational and interpersonal skills
- Ability to prioritize workload in a busy environment
- Ability to work on multiple projects at the same time
- Ability to communicate tactfully and effectively, both verbally and in writing
- Ability to interface with a wide range of external contacts

Job Tasks:

1. Recruits, coordinates, and trains volunteers for fundraising events
2. Recruits, coordinates, and trains corporate volunteer groups
3. Determines and implements recognition opportunities for volunteers
4. Conducts volunteer pre-event training and post-event feedback
5. Establishes and maintains relationships with volunteers
6. Works cross-departmentally to identify, develop and implement corporate volunteer opportunities
7. Responsible for thank you notes and follow up for volunteers after volunteer events

8. Achieves thorough knowledge of the Raiser's Edge database volunteer module
9. Records volunteer hours, outreach and recognition actions, and constituent information in Raiser's Edge database
10. Develops and maintains statistical reporting of volunteer activities and hours
11. Plans and implements special events including third party events, cultivation events and small fundraising events
12. Manages special event logistics including vendor contracts, venue confirmation, rentals, décor and signage
13. Tracks and provides correspondence regarding special event RSVPs
14. Prepares packing list and staging prior to special events
15. Works cross-departmentally to gather, create and print marketing materials related to volunteer projects and special events
16. Conducts Center tours, as requested
17. Assists with primary fundraising events, as needed
18. Attends monthly staff meetings
19. Provides program coverage for forensic, therapy and medical cases, as needed
20. Maintains a comprehensive knowledge of the mission, core values and vision of the organization and the children's advocacy model
21. Performs other duties as assigned

FLSA:

Non-Exempt

Physical Requirements:

Reaching	Occasionally
Handling	Occasionally
Talking	Frequently
Hearing	Frequently
Near Acuity	Frequently
Vision Accommodation	Occasionally
Color Vision	Occasionally
Field of Vision	Occasionally

Strength:

Light Work-Lift up to 20 pounds occasionally

Environmental Conditions:

Noise: 3 Moderate

Work Situations:

Direct/Control/Plan

Influencing People

Dealing with people

Making Judgments/Decisions

Equal Opportunity Employer

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties, as required by their supervisor.

CACTX guidelines designate Children's Advocacy Centers as an essential employer.

Salary Range: \$42,000 - \$46,000

To apply, please send cover letter and resume to employment@centerforchildprotection.org.