

Job Description: Volunteer Coordinator Assistant
Program: Volunteer Services

The Volunteer Coordinator Assistant works under supervision of the Volunteer Coordinator to provide help with volunteer recruitment, management, and retention. This position is a great opportunity to gain experience in a non-profit organization. The intern will assist with the following tasks:

- Develop content for bi-monthly e-newsletter sent to volunteers
- Design promotional material for Volunteer Program events
- Assist with the recruitment of volunteer tutors for English Tutoring (ETP) and Citizenship Tutoring (CTP) programs
- Perform other tasks as needed

Qualifications:

- Excellent written and verbal communication skills
- Computer literacy, including Internet, MS Office and Google Docs
- Highly detailed-oriented and rigorous work ethic
- Self-motivated
- Can work independently without constant supervision
- Reliability and consistency
- Cultural flexibility and a welcoming attitude towards people of all backgrounds
- Degree in Marketing, Communications, PR, Nonprofit Management or equivalent preferred (or working towards)

Time Commitment

- 2015 Summer semester (May 15-August 14, 2015)
- Minimum of 8-10 hours per week, Monday -Friday

Benefits:

- Material produced in the course of your time with International House may be used for your professional portfolio
- You'll meet people from all parts of the world and learn about a wide variety of cultures and backgrounds

To apply, please submit the following documents to Tanja Pauler, **AmeriCorps ACCESS Volunteer Coordinator**, tpauler@ihclt.org. In the subject line, please indicate Volunteer Coordinator Assistant.

1. Resume
2. References