Position Title: Volunteer Program Assistant

Community Service Partner: Mission Waco/World Inc.

Job Description: Assist volunteer director in administering extensive volunteer program. Recruitment activities, orientation for new volunteers, maintain data base, generate reports, and other admin/office duties.

FUNCTIONS OF POSITION - Computer related work involving data entry using a software program. Corresponding through email, phone, text, and face-to-face with volunteers and Mission Waco staff.

REQUIRED SKILLS - General office skills such as computer data entry (Excel, Word). Answering phone. Basic knowledge of office equipment. Good written and oral communication with others.

SOFT SKILLS - Work well with office staff and volunteer applicants. A team player with good communication skills. Interest in the mission and goals of the non-profit.

LEARNING OUTCOMES - Build communication skills through public speaking in small group settings and recruiting events. Computer data-entry skills. Learning how to communicate and coordinate within a non-profit staff to ensure timely information flow and completing assigned tasks.

Hourly Rate: $10.00 - $11.50/hour (depending on new or returning student worker status and/or any recognized special skill level)

Apply for Position: Please attach and email your application materials (application form, resume, and cover letter) to office@missionwaco.org.

Please DO NOT send application materials to Student Employment.