

POSITION TITLE: COMMUNITY IMPACT VOLUNTEER/INTERN

DEPARTMENT: COMMUNITY IMPACT

REPORTS TO: INFORMATION SERVICES SPECIALIST

SUMMARY OF DUTIES:

Part time position (10 – 20 hours week) at Rappahannock United Way (RUW). Provides administrative and project support for Community Impact programs and initiatives, including but not limited to 2-1-1 Virginia, Volunteer Services, Earned Income Tax Credit, Smart Beginnings, and Citizen Review Process.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Assist Volunteer Services Specialist by researching, updating and maintaining volunteer opportunities and events on volunteer website.
2. Assist Volunteer Services Specialist with organization and coordination of special volunteer events and projects.
3. Assist the Information Services Specialist by researching, updating and maintaining community resource listings, website and database.
4. Assist Director of Community Investment with research, data collection, compilation and presentation around community organizations and issues.
5. Assist CI team with general research and administrative support tasks.
6. Support other RUW departments by assisting with special events and projects as needed.

EDUCATIONAL PREREQUISITES:

High School Graduate.

SKILL AND EXPERIENCE PREREQUISITES:

Experience in an office environment a plus. Strong interpersonal and organizational skills. Computer skills with Microsoft office applications.

PROFESSIONAL EXPECTATIONS:

1. Maintain confidentiality of all RUW clients information at all times.
2. Comply fully with RUW's Code of Ethics and RUW Policy Manual.