

Development Office Volunteer Needed

POSITION DESCRIPTION:

This is an ideal position for volunteers who plan to volunteer for at least three months with the San Francisco School Alliance and are looking for a real-office experience. This position can count toward volunteer credit hours or other school requirements.

PERFORMANCE OBJECTIVES:

1. Become acquainted with the San Francisco School Alliance mission and activities.
2. Maintain a regular volunteer relationship with the San Francisco School Alliance.
3. Complete projects in general office, communications and development, including:
 - a. filing
 - b. spreadsheets
 - c. assembling mailings
 - d. general organization
 - e. internet research
4. Other duties as assigned

WORK SCHEDULE:

In order to maintain a consistent relationship that benefits both the organization and the volunteer, we are looking for a person who will come in once or twice per week at fairly regular times. Flexible hours are available as long as they are between the hours of 8:30-6, M-F.

QUALIFICATIONS:

All volunteers for the San Francisco School Alliance must represent themselves in a professional manner while volunteering.

1. Good written and organizational skills.
2. Willingness to take initiative, follow directions and work independently.
3. Computer literate, familiar with Microsoft Office Suite, Adobe suite big bonus.
5. Ability to set personal deadlines and meet them.
6. Experience working on teams

INCENTIVES:

This role offers professional experience, the reward of contributing to a worthy cause, and for qualified volunteers, offers of letters of recommendation. This role can also satisfy volunteer and internship hour requirements.