Recruitment Assistant
for Volunteer & Intern Services
Volunteer Position Description

Position & Responsibilities

Role Summary
The Recruitment Assistant works with the Intern & Volunteer Services team to increase the visibility of Tubman’s opportunities in the community by posting open positions on a wide variety of websites and keeping them updated as needed.

Impact & Benefits
- Support Tubman in serving more clients by increasing volunteer and intern involvement
- Gain experience in volunteer/intern recruitment in a non-profit setting
- Foster connection between Tubman and community partners

Position Responsibilities
- Accurately post positions on appropriate recruitment websites in a timely manner
- Track recruitment efforts and evaluate effectiveness
- Work closely with Tubman staff to meet Tubman’s volunteer/intern needs

Qualifications & Expectations

Position Qualifications
- Strong computer skills including ability to navigate databases and websites
- Excellent attention to detail and writing skills
- Ability to work both independently and as a part of a team

Time Commitment & Availability
- Flexible weekday, daytime hours; 2-4 hours a week; six month commitment preferred; can be done remotely

Supervision & Training
- Attend Tubman’s Volunteer/Intern Orientation and Training
- Supervised by the Intern & Volunteer Services team

Organization
For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. www.tubman.org

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.