



## 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*

---

Tubman offers safety, hope, and healing to people of all ages, genders, and cultural backgrounds who are facing relationship violence, sexual assault, exploitation, homelessness, addiction, mental health challenges, or other forms of trauma. We provide safe shelter and housing, legal services, mental and chemical health services, youth programs, and more. [www.tubman.org](http://www.tubman.org)

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