



Recruitment Specialist for Volunteer & Intern Services

Volunteer or Internship Position Description

Position & Responsibilities

Role Summary

The Recruitment Specialist works with the Intern & Volunteer Services team to facilitate the recruitment of volunteers and interns. Through the creation of position descriptions and job postings and by marketing available opportunities to recruit excellent candidates, the Recruitment Specialist gains experience doing volunteer recruitment in a nonprofit setting.

Impact & Benefits

- Allow Tubman to serve clients by increasing volunteer and intern involvement
- Gain valuable HR and recruitment skills in the context of a Volunteer & Intern department
- Gain insight into the management of a Volunteer and Intern department
- Foster connection between Tubman and community partners such as colleges, other non-profits, faith communities, civic organizations, and more

Position Responsibilities

- Write position descriptions and manage job postings for volunteer and internship opportunities on recruitment websites
- Research and implement potential recruitment strategies
- Document recruitment efforts to evaluate progress and track contacts
- Work closely with Tubman staff to evaluate and meet Tubman's volunteer/intern needs

Qualifications & Expectations

Position Qualifications

- Ability to work within databases, comfortable using Microsoft Office
- Strong organizational skills, excellent communication skills and attention to detail
- Ability to work both independently and as a part of a team

Time Commitment & Availability

- Flexible weekday, daytime hours; ten hours a week; six month commitment

Supervision & Training

- Attend Tubman's five-part Volunteer/Intern Orientation and Training
- Supervised by the Volunteer and Intern Manager

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.