

2018 Seasonal Part Time Volunteer Communications Assistant Job Description

We are currently seeking a Seasonal Part Time Volunteer Communications Assistant to work under the direction of our Volunteer Program Manager at our North Grafton location. The ideal candidate will have basic computer skills, possess strong interpersonal skills, and have the ability to illustrate strong organizational/follow up skills. See below for more information.

Interested applicants should email a cover letter, resume, and 2-3 references by April 11 to Cordelia Lyon, Executive Director at [cordelia@community-harvest.org]cordelia@community-harvest.org

Schedule

This is a part time, seasonal position from May 7 through August 31

10 hours per week Monday through Friday with either morning or afternoon availability

Job Description

The Volunteer Communications Assistant is responsible for key communications between Community Harvest Project and our outside volunteer groups. This role assists with ensuring an accurate forecast of future volunteers and helps to prepare volunteers for their visit to our farms. In this role there will be significant email and phone contact with outside volunteer groups and their coordinators.

Duties and responsibilities

Assist Volunteer Program Manager with Volunteer Operations

Weekly scheduling

Follow up via phone and email

Compensation: \$11.00 per hour

Qualifications

Google and Windows Suite

Cloud based platform experience, preferably Salesforce

Excellent written and verbal communication skills

Positive, self-starting attitude

Community Harvest Project is a 501(c)3 nonprofit farm with locations in North Grafton and Harvard, Mass. Our mission is to build healthy communities through volunteer farming and nutrition education. Each year our sites host over 8,000 volunteers who work together to grow and donate an average of 270,000 pounds of produce each year to local hunger relief agencies such as the Worcester County Food Bank, Community Servings, and more.