

Volunteer Program Assistant Job Description

Position Title: Volunteer Program Assistant Job Description

Education: High School Diploma

Location: Brooklyn

Employment Type: Part-time (30hrs per week)

Reports to: Volunteer & Community Liaison

The Campaign Against Hunger (TCAH) is a 501(c)3 and one of the largest and most robust anti-hunger advocates in New York City. Since March 2020, when COVID-19 began to impact the city, TCAH has quadrupled our previous annual capacity to serve food for over 20 million meals while continuing to advance equity for communities that are underserved and disenfranchised. TCAH's mission is to empower our neighbors to lead healthier, more productive, and self-sufficient lives by increasing their access to nutritious food and related resources. With an annual budget of **\$8.9 million** and a staff size of 50, TCAH is looking to add to its dynamic team.

Volunteer Program Assistant Job Summary

TCAH is looking for a dynamic and outgoing Volunteer Program Assistant. The incumbent will work alongside TCAH's Volunteer and Community Liaison to nurture and cultivate volunteers by communicating with prospective and current volunteers, scheduling, creating and implementing processes, and retaining volunteers for TCAH's sites, including our Benefits Access Office, pantry, food distribution centers, and urban farms.

Reporting Relationship and Communications:

- Communicate with the Volunteer and Community Liaison daily on recruitment, partnerships, and scheduling
- Provide a weekly report on volunteer experience across sites
- Call and email volunteers about upcoming projects and service opportunities

Essential duties and responsibilities:

- Assist the Volunteer & Community Liaison in the interviewing, recruitment campaigns, and retention of volunteers for all TCAH sites
- Assist Volunteer & Community Liaison with site visits/check-ins
- Communicate with, and schedule volunteers
- Provide volunteer orientation materials for new volunteers
- Help maintain a volunteer/in-kind database and software system in conjunction with the Volunteer & Community Liaison.
- Participate in special and volunteer appreciation events planning
- Create new ideas for volunteer development and engagement
- Perform other duties as directed by the Volunteer & Community Liaison

Qualification Requirements:

- Minimum of one year experience as a volunteer
- HS diploma or equivalent or two years of college (preferred)
- Highly confidential
- Proficient communicator with excellent interpersonal skills
- Ability to organize, prioritize and manage multiple tasks.



- Set and meet work deadlines
- Work autonomously and perform well with competing priorities
- Detail-oriented and resourceful
- Ability to work in a fast-paced environment, maintaining energy through often repetitive tasks.
- Ability to work occasional weekends as needed

The above is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of the job. It is not to be construed as an exhaustive statement of all the job functions.

Salary is competitive and based on experience. Please send a cover letter and resume to hr@tcahnyc.org.