



Recruitment Assistant

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, updating as needed, and attending community events.

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 intern/volunteer needs
- Occasional travel to metro locations to post flyers, and attend outreach/recruitment events in the community by staffing the Tubman table

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
- Strong interpersonal and communication skills

Time Commitment & Availability

- Flexible weekday, daytime hours; 2-5 hours a week; six month commitment preferred; can primarily be done remotely
- Weekly check-ins with supervisor

Supervision & Training

- Attend Tubman's Volunteer/Intern Orientation and Training
- Meet with current Recruitment Assistant and supervisor
- Training on recruitment websites (dates to be determined with supervisor)
- Supervised by the Communications & Marketing Manager

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

Black, Indigenous, and people of color, multilingual speakers, people of all gender identities, people with disabilities, and veterans are all encouraged to apply.



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