Development Assistant Volunteer
Volunteer Position Description

Position & Responsibilities

Role Summary

The Development Assistant is responsible for working with the Development team, assisting with office projects including data entry, filing and tracking content, copying, and assembling materials and packets.

Impact & Benefits

- Assist the Development team with efficiency and organization
- Support Tubman in excelling in its work and make a difference in clients' lives
- Gain insight and administration skills in a non-profit, social service organization

Position Responsibilities

- Complete office tasks including filing, copying, and assembling packets with organization
- Enter Development gift data into database with confidentiality and attention to detail
- Communicate and collaborate with colleagues to plan and complete projects

Qualifications & Expectations

Position Qualifications

- Excellent organizational and interpersonal skills
- Comfortable with the computer; experience with data entry and general computer software (i.e. Microsoft Office)
- Ability to communicate professionally via email
- Ability to work independently and to collaborate with a team
- Ability to work with diverse teams to foster a culturally inclusive environment

Time Commitment & Availability

- Flexible – weekday availability needed (Mon – Thurs), 3-10 hours/week
- 9-month commitment preferred

Supervision & Training

- Attend Tubman's Intern/Volunteer training series
- Supervised by the Development 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

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