



## **Community Engagement/Volunteer Program Assistant**

Learn How to Engage Individuals and Groups in Volunteering!

Report to the Director of Community Volunteer Program at Peninsula Volunteers, Inc. which engages over 200 volunteers in 3 programs for seniors. Visit [www.penvol.org](http://www.penvol.org)  
Position requires 6-8hr/wk; some projects may be done remotely.

Tasks may include:

- Volunteer recruiting, screening and placement
- Community Engagement with individual and business groups
- Marketing volunteer opportunities to the local community
- Writing content for website, newsletters, recruiting sites
- Create compelling video of interviews with volunteers
- Volunteer retention- training, orientations and recognitions

Some of the skills required for this position:

- Excellent communication and presentation skills
- Knowledge of MS Office 2010 or 2013
- Data entry, filing, office organization
- Professional attitude and judgment
- Great project and time management

Please contact:

Mary Rached, Director of Community Volunteers

Peninsula Volunteers Inc.

800 Middle Avenue, Menlo Park CA 94025

[mrached@peninsulavolunteers.org](mailto:mrached@peninsulavolunteers.org) (650) 322-0129