

Date Posted: 04/12/2011

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Volunteer Training Team Assistant (Contract position)

Employer/Agency: The BEACON

Job Description: The ideal candidate will be comfortable working with Volunteers and performing administrative tasks. This person must be able to work within a team using a collaborative approach. He or she will possess creativity, flexibility, and ability to work in a fast-paced environment. This person should be exceedingly detail-oriented and organized and will enjoy the learning process. This person must value community Volunteers as integral part of the organization's ability to provide case management services to Houston's poor and homeless. This person must believe in the mission of THE BEACON, as this is the basis for all work carried out on all organizational levels.

Overview: The Volunteer Training Team Assistant (VTTA) is responsible for assistance with the day-to-day affairs of the Volunteer Coordinator (VC) and Volunteer Trainer (VT) in relation to the Volunteer Case Management Program. The VTTA will be largely responsible for assistance in tasks that will allow the VT and VC to perform Volunteer coordination, training and evaluation tasks. The VTTA will assist the VC in maintenance of Volunteer records, including, attendance, recognition, and scheduling. The VTTA will assist the VT in organizing training materials, information, and events. The VTTA will also assist in general communications. The VTTA will possess the ability to interact with staff and Volunteers (at all levels) in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality. Professional written and verbal communication skills and attention to detail are equally

important.

Job Responsibilities include but are not limited to:

- Assist with scheduling, monitoring and recording Volunteer activities, including, but not limited to, attendance, Volunteer recognition program and training
- Assist with event coordination and scheduling
- Compile, summarize and report on training feedback
- Assist with identifying additional training opportunities offered by community partners
- Create, review and revise miscellaneous reports and documents
- Provide support to VT and VC during Volunteer Orientations and Trainings
- Provide limited assistance with Volunteer screening and application process
- Responsible for taking and distributing minutes on team meetings
- OTHER DUTIES AS ASSIGNED

Qualifications:

Experience:

- minimum two (2) years previous experience and/or training that includes administrative / secretarial, reports and spreadsheets, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions. This will exclude extensive knowledge and high skill level in use of Microsoft Office, heaviest emphasis on Word, Excel and Outlook, but definitely including PowerPoint, Publisher, and Access.
- Previous experience with Volunteers preferred; experience with nonprofits, social services, and motivational interviewing a plus.
- High school diploma or equivalent (GED) required; college course-work a plus

Qualifications:

- Must have:
 - **Commitment to the mission of THE BEACON:**
 - *To provide services that restore*

dignity, self-respect, and hope to Houston's poor and homeless.

- Commitment to working with Community Volunteers
- Strong organizational skills / must be able to multitask / must be detail oriented / must have high level of initiative / must be proficient at time management / must work well under pressure
 - Ability to respond to changing priorities and crisis situations.
- Strong administrative, organization, computer and database skills and experience
 - Proficiency in the Internet, Microsoft Office (Word, Excel, PowerPoint, Outlook, Access and Publisher) / must be willing to learn new software and systems as needed
- Excellent communications skills (e.g.: verbal and written)
- Ability to set priorities, execute deadlines, and follow-up on assignments with minimal direction
- Ability to interpret and apply policies and guidelines effectively and accurately.
- Ability to manage challenging situations and to work well under pressure
- Ability to work as part of a team
- Demonstrates professional demeanor and behaviors including tact, diplomacy, discretion and confidentiality
- Creative, flexible, and open to new ideas (a wide degree of creativity and latitude is expected)
- Upbeat, positive, outgoing, personable and able to relate well with diverse populations and age groups

Salary/Hours:

Contract position, 35 – 40 hours a week, some evenings and weekends. Competitive hourly rate based on experience.

Employer/Agency:

The BEACON

Address:

1117 Texas Avenue

City, State, Zip:

Houston, TX 77002

Contact Person: Coley Jones
Contact Title: Volunteer Coordinator

Email: cjones@beaconhomeless.org

Application Method: Please submit resume and cover letter via e-mail to Coley Jones at email address listed above.

Opening Date: Immediately

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you