

Job Title	Development Associate: Volunteer Coordinator
Employer/ Agency	SEARCH Homeless Services
Job Description	Responsible for SEARCH Homeless Services' volunteer program, including recruitment, retention, and recognition of volunteers. Works to fulfill the Development Department's mission to engage constituents, maintain and increase their involvement, and increase their giving. Develops volunteer experiences that meet existing agency needs and are meaningful to volunteers. Motivates others to become more committed to SEARCH. Conducts ongoing assessments of agency's in-kind needs and sources goods and services that effectively help our Case Managers assist clients experiencing homelessness.
Qualifications	Bachelor's degree required. Prefer two years non-profit experience in similar resource solicitation role. Prior experience recruiting and supervising volunteers ideal. Strong intuitive people skills. Excellent time management, organizational, and verbal and written communications skills. Demonstrated ability to plan. Commitment to SEARCH's mission and empathy for clients experiencing homelessness. Periodic evening and weekend evening hours required.
Salary/Hours	Based on Education & Experience
Employer/Agency	SEARCH Homeless Services
Address	2505 Fannin
City, State, Zip	Houston, TX 77002
Contact Person	Lauren Anderson
Contact Title	HR Assistant
Telephone Number	713-739-7752
Fax Number	713-739-9201
Email Address	HR@SEARCHHomeless.org
Application Method	Email Resume
Opening Date	02/29/2016

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