

Administrative Support/Volunteer Coordinator for Adult Education Non-Profit

A reliable, efficient administrative professional/volunteer coordinator is needed to recruit volunteers and provide administrative support for an adult education agency. The candidate must have excellent organizational and communication skills.

Education/Skills:

- Bachelor's degree required
- 2+ years of office experience
- Strong knowledge and experience with social media platforms and content development
- Strong organizational and time management skills
- Excellent oral and written communication skills
- Excellent computer skills, proficient in Microsoft Office Suite
- Resourceful, creative, and flexible
- Excellent attention to detail
- Ability to establish and maintain effective working relationships with students, volunteers and the public

Job Responsibilities:

- Recruit, train and supervise volunteer tutors, classroom aides, and interns
- Conduct new tutor orientations, tutor pairing meetings and annual tutor trainings
- Track attendance and monitor tutor sessions and student progress through monthly tutor reports
- Provide professional development opportunities and resources for volunteers
- Provide administrative support to Executive Director
- Prepare and proofread correspondence
- Organize and monitor preparation of annual direct mail appeal
- Compile and maintain donor mailing lists
- Work with program staff to create engaging social media content, campaigns and marketing material
- Monitor social media sites
- Cover front desk as needed
- Assist with planning & preparation of fundraising activities
- Administer student assessments
- Attend staff meetings and participate in professional development opportunities as required
- Assist with miscellaneous projects and office duties as needed

The position is part-time, approximately 20 hours per week. Criminal, FBI, and Child Abuse background checks will be required for employment.

To apply:

Applicants must submit a letter of interest and a current resume. Please send requested documents to: mtremblay@employmentskillscenter.org