Helpline

Job Description

Title	Executive Fellow	**Work Days**	Flexible, M- F
Department	Helpline-Main Office	**Work Hours**	10 hours per week
Supervisor	Executive Director	**Wages**	$12/hr.
FSLA Class	n/a	**Benefits**	n/a
Updated	August 10, 2012	**Job Type**	Volunteer

Position Summary:

Assist the Executive Director in special projects related to the development of the volunteer case management program and the executive intern program along with other responsibilities.

Essential Functions:

1. Assist the Executive Director in the development of the executive intern program
2. Assist the Executive Director in the oversight of the volunteer case management program
3. Provide case management to at least one client per semester
4. Learn all aspects of the work of Helpline
5. Participate in policy creation, evaluation, and reformation
6. Be involved in advocacy for the issues Helpline addresses
7. Attend at least one meeting per semester of a community advocacy group involved in poverty/homeless issues
8. Provide management of Helpline's social media
9. Other duties as assigned by the Executive Director

Other Responsibilities:

1. Maintain confidentiality
2. Read, understand and follow the procedures outlined in the current Volunteer Manual
3. Meet weekly with Executive Director
4. Perform other duties as assigned

Education, Experience and Skills Required:

1. Applicant must be over age 18
2. Able to work 10 hours per week during Helpline's regular M –F business hours (9:00am – 3:45 pm)
3. Strong and effective verbal, written and interpersonal skills--able to handle challenging people, work with staff and other social service agencies
4. Knowledge of issues related to homelessness and poverty
5. Ability to engage in critical thinking
6. Ability to operate standard office equipment: computers, scanners, faxes, printers, etc.
7. Familiarity with current social media
8. Pass a background check

Physical Requirements:

1. Office environment—open work space; moderately noisy
2. Repetitive hand motions/fine finger manipulation, grasping and grabbing
3. Sitting, standing, walking, bending at waist, negotiate stairs
4. Lifting up to 25 lbs.

I have received and read a copy of the job description and understand the requirements as described.

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Volunteer Signature Date