

Volunteer Advisor

To plan, organize, and manage all volunteer activities at the HSCC. This position will be expected to plan and execute all aspects of the volunteer program. This position must show the public that volunteering is a critical organizational function.

Skills & Qualifications:

- Associate of Applied Science in business or related field or 5+ years working with volunteers
- Experience in marketing and fundraising
- Ability to communicate effectively with a diverse population
- Exceptional organizational skills
- Public speaking

Preferred Qualifications:

- Bachelor's Degree in business or related field preferred
- Exceptional verbal, written, and visual communication skills

Knowledge, Skills, & Abilities Required:

Ability to manage volunteers and multiple projects/tasks, pay close attention to detail, and work in an environment that is constantly changing with high pressure for results. Ability to meet frequent deadlines, establish your own goals, work closely with others, be creative and maintain routine paperwork and record keeping.

This is a part time non-exempt position.

Please submit a resume to info@cambridgelyhs.com noting "Volunteer Advisor" in the subject line