



## **POSITION ANNOUNCEMENT**

### **Part-Time Volunteer Coordinator/Administrative Assistant**

20 hours/week, located in downtown Decatur  
40-45 weeks per year • Hours: 9-2 p.m. / 4 days per week  
Salary: \$15/hour

The Decatur Education Foundation, now in its 10<sup>th</sup> year, works to help Decatur youth realize their full potential, not only in the classroom but also through learning experiences that contribute to personal development.

We do this by generating financial support from individuals and organizations, awarding grants and administering scholarships, and engaging the community to contribute their time and talents to activities that ultimately benefit Decatur's youth. As an independent non-profit enterprise, DEF fills a unique role in our community. For additional information visit [www.decatureducationfoundation.org](http://www.decatureducationfoundation.org).

The Decatur Education Foundation is seeking a dynamic, organized, self-starter with strong oral and written communication skills to support the Executive Director. Must have strong computer skills, attention to detail, the ability to work on multiple projects with competing deadlines and the ability to interact professionally with a diverse constituent base.

Experience with volunteer management a plus, experience with Etapestry database, WordPress content management system and Constant Contact a plus.

#### **Duties include:**

##### Volunteer Coordination

- Identifies tasks and projects that can be handled by volunteers
- Recruits volunteers
- Trains and supports volunteers
- Assists with volunteer recognition
- Creates volunteer manual

##### Communications

- Regularly updates DEF website
- Creates and sends email announcements and newsletters
- Sends information to Board of Directors prior to meetings
- Oversees donor mailings (using volunteers)
- Assists in the creation of operations manual for DEF

#### Donor Management support

- Updates and maintains donor database
- Processes all gifts and sends donor acknowledgement (email and direct mail)
- Maintains Board information
- Assists the Executive Director with preparation of grant proposals
- Assists with creation of Foundation publications including the Annual Report

#### Event Support

- Supports fundraising events throughout the year
- Recruits and trains event volunteers
- Supports outreach to event sponsors, hosts and guests
- Assists with event follow-up as needed

Other projects as assigned

Applicants should email resume and cover letter to  
[info@decatoreducationfoundation.org](mailto:info@decatoreducationfoundation.org).

Deadline January 5, 2012

No calls please