



Whatcom Dispute Resolution Center

360.676.0122 | whatcomdrc.org | 13 Prospect Street, Ste. 201 | Bellingham, WA 98225

Position title: Outreach Assistant

Total Hours: 4-10 hours/week (4-6 office, + extra event hours)

Reports to: Program Assistant

Deadline: Open until filled

All positions require the following:

- Minimum commitment of six months / two quarters
- Commit to a regular weekly schedule
- Volunteer at least 4 additional fill-in hours per month (urgent needs, coverage, postering, evening work, special classes and events etc)
- THIS POSITION: Be available some Saturdays and evenings for tabling and events

About the WDRC

The Whatcom Dispute Resolution Center (WDRC) is a local 501c3 nonprofit organization serving the people of Whatcom County since 1992. Our vision is for Whatcom County to be a community in which people deal with conflict in creative and healthy ways.

This position is a part-time unpaid volunteer or intern position that supports the organization's outreach efforts. All tasks will be done in coordination with the Program Assistant.

Description of this position:

The outreach program of the Whatcom Dispute Resolution Center organizes fundraising and training events, designs and disseminates information about our services, and makes and strengthens connections and relationships in the community. An outreach assistant volunteer would help make all of this happen. Tasks might include: maintaining our contacts list, designing materials to promote events / trainings / services, tabling at community events, helping to disseminate our brochures and info, assisting with evaluation of programs and marketing, writing content for the website and the newsletter, assisting in the donor process, and attending community meetings. We strongly value creativity and organization in this program area. Outreach requires detail work as well as big picture and imaginative work.

Responsibilities:

- Provide direct support to Program Assistant as needed
- Prepare materials, documents, or letters as needed by Program Assistant
- Maintain professional appearance and interactions with staff and clients
- Maintain outreach, fundraising, and evaluation files and data/statistics
- Assist staff in facility maintenance, supply organization and general office tasks as needed

REQUIRED Skills & Experience

- Proficiency with MS Windows, solid keyboard skills and Microsoft Office (esp. Word and Excel)
- Willingness to learn new computer skills and troubleshoot as needed
- Familiarity with or willingness to learn GiftWorks and InDesign
- Enthusiasm for speaking publicly

Other Qualifications:

- Ability to learn about WDRC programs & events
- Experience working with people of diverse ages, skills, ethnicities & belief systems
- Positive customer service skills
- Good organizational skills and attention to detail
- Ability to work both as part of a team and independently
- Ability to be flexible and willingness to "roll up your sleeves" where needed
- Ability to make and maintain regular volunteer hours and schedule
- Relevant work or volunteer experience in the area you're applying for

Rec'd 1/9/13