



Position: Assistant Director of Volunteers

Status: Full-time, 37.5 hrs./week | Salary Range: \$39,000 to \$41,000

About us

St. Margaret's House is a day center that improves the lives of women and children in poverty by providing individual attention to their immediate needs, breaking the bonds of isolation, and helping them acquire skills to better their lives. We believe that each woman is talented and gifted and deserves to be treated with dignity and respect. In working at St. Margaret's House, you will have the opportunity to impact our community in a positive and direct way. Our staff is a diverse group of highly capable and committed women with a range of professional and personal experiences.

About the position

Collaborates in the mission of St. Margaret's House and promotes and adheres to the values as articulated in the SMH value statement.

• Assistant Director of Volunteers

- Assists the Director of Volunteers in overseeing, recruiting, training, and maintaining records of all volunteers.
- Conducts volunteer orientations.
- Supervises student interns and federal work study students from various colleges and universities.
- Collaborates with the Director of Volunteers to communicate with volunteers as needed.
- Helps plan quarterly volunteer in-service trainings, annual retreat, picnic, and luncheon.
- Helps find creative ways to honor and support volunteers.

• Human Resources

- Processes bi-weekly payroll. Completes all state and federal paperwork.
- Helps with all stages of the hiring process.
- Processes yearly benefit enrollments.
- Participates in all staff retreats, meetings, and professional development seminars.
- Participates in the general cleaning, maintenance, and upkeep of St. Margaret's House.
- Collaborates with the fundraisers held by St. Margaret's House.

Requirements

- Bachelor's degree and experience coordinating volunteers preferred.
- Excellent verbal and written communications skills, including the ability to present information concisely and effectively.
- High attention to detail, must generally be proficient and accurate.
- Ability to organize and prioritize work.
- Ability to work as part of a team, as well as independently with little supervision.
- Proficiency in Microsoft Word, Excel, PowerPoint; social media and data base management experience necessary.
- Ability to work in a fast-paced environment.

Compensation

- Dependent upon qualifications and experience.
- Paid holidays and vacation, individual medical insurance available, optional dental and vision insurance, defined employee contribution plan (retirement) after one year.

How to apply

Email your cover letter, resume and professional references to:

Katie Elliot M.Div., Ph.D., Executive Director

117 N. Lafayette Blvd. | South Bend, IN 46601 | 574-234-7795 | katie@stmargaretschouse.org |

Review of applications will begin as they are received and will continue until the position is filled.

St. Margaret's House is an equal opportunity employer.