



Washington Community Alliance for Self-Help (CASH) provides the business training, supportive community and capital to help enterprising individuals with limited financial resources gain self-sufficiency through small business ownership.

VOLUNTEER COORDINATOR / PROGRAM ASSISTANT

Report to: Executive Director

Hours/Days: Hourly - full-time position – some evenings

Salary Range: \$15 per hour

VOLUNTEER COORDINATOR

Work with Washington CASH programs in King County and Kitsap County to ensure volunteers are engaged in a meaningful way to support Washington CASH clients. This includes:

- Recruiting coaches, mentors, guest speakers, and project specific volunteers.
- Arranging and facilitating Volunteer Orientations and training volunteers.
- Matching each volunteer to the appropriate role and/or client.
- Managing the volunteer database.
- Communicating regularly with all volunteers.
- Acknowledging volunteers for their contributions, including annual event.

PROGRAM ASSISTANT

Provide assistance to program staff of the Washington CASH program. This includes:

- Producing weekly announcements for clients.
- Assisting with orientations and register potential clients for business development training classes.
- Supporting staff with mailings and other outreach activities
- Providing logistical support for meetings, including room reservations, coordinating caterers, room set-up.
- Gathering, managing and maintaining information in the client data base, including general data entry, registration, attendance, advanced workshop data and surveys.
- Assisting clients in computer lab, as needed.
- Updating on-line calendar.
- Gathering and updating resource information for clients.
- Assist with vendor showcases, as needed.
- Other duties, as needed.

QUALIFICATIONS

- Capacity to function in a fast-paced, growing organization is vital.
- Bi-lingual preferred – English/Spanish.
- Strong computer & technology skills including MS Word, Excel, Outlook.
- Strong organizational skills and exceptional attention to detail.
- Possess strong multitasking skills
- Demonstrates the ability to manage time effectively using a time management system
- Ability to work independently on projects and also collaborate as a strong team member
- Strong organizational, analytical, verbal and written communication skills.
- Innovation and creativity in the form of continuous improvement to internal processes.
- Protect the reputation and integrity of others through strict confidentiality.
- Valid driver's license and good driving record required
- Personal vehicle or access to independent transportation required
- Proof of motor vehicle insurance (for use of personal vehicle).

How to Apply:

Email cover letter and resume to: irene@washingtongcash.org

To provide equal employment and advancement opportunities to all individuals, Washington CASH will base employment decisions on merit, qualifications, and abilities. Washington CASH will not unlawfully discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, age, affectional or sexual orientation, marital or familial status, national origin, ancestry, the presence of any physical, mental or sensory disability, veteran status, or any characteristic protected by federal, state, or local law.