



**Position Title:** Administrative Liaison - Volunteer Services    **Number of Positions Available:** 1

**Purpose:** To support onboarding and administrative tasks of Volunteer Services and the Marketing Department at Cleveland Sight Center.

**Location:** Cleveland Sight Center

**Key Responsibilities:**

- Conduct thank you, confirmation, database maintenance and recruitment phone calls on behalf of Volunteer Services. Support thank you phone calls related to CSC Events.
- Prepare Materials needed for Done in a Day Projects and Volunteer Orientations.
- Maintain tidiness of collateral areas throughout the agency.
- Occasional data entry to incorporate paper applications and volunteer hours into volunteer database.
- Support initiatives for volunteer research related to engagement, appreciation, or strategic planning.
- Other relevant duties as assigned.

**Qualifications:**

- Proficient in Microsoft Office programs
- Strong relationship building skills
- Attention to detail
- Ability to work with a diverse population
- Good communication skills
- Successful completion of a background investigation.
- Strict adherence to HIPPA and confidentiality

**Commitment:**

- Ongoing: 2 hours weekly

**Age Requirement:** 18+

**Dress Code:**

- Business Casual

**Training:**

- Volunteer Orientation
- Volgistics Database Training

**Volunteer Signature:**

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**Supervisor Signature:**

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