

Position Description: Program Volunteer

Revised: 6/14/16

Summary of Position / Key Duties

The Program Volunteer in an unpaid position that assists the Program Coordinator to develop and coordinate our fundraisers and JASH member programs. Major fundraisers include the annual Golf Tournament, Annual Dinner, and the annual Holiday Gala. Major programs include lunch and breakfast programs, 5:01 events, and various other programs.

Responsibilities include assisting the Program Coordinator with copying, filing, phone, and email messages and may include assisting with website updates, logistical arrangements for specific fundraising events and programs, budgeting, preparing notices, press releases, and corresponding with speakers and completing post-program duties and evaluation. This position is also responsible for assisting the Program Coordinator with other JASH duties and programs as assigned by the Program Coordinator, the President, or the Vice President.

Reporting

This position reports to the Program Coordinator.

Desired Skills and Experience

Prior program-assistance experience is preferred but not required. Candidate must be flexible and have ability to do multi-tasking. Computer skills with experience working with Microsoft Word, Excel, and Outlook would be helpful.

Japanese language ability is a plus, but not required.

Occasional heavy lifting (up to approximately 30 lbs) may be required.

Activities and program may extend beyond the normal work hours of Monday to Friday, 8am - 5pm.

Benefits

Fully-paid monthly bus pass reimbursement or monthly parking available if desired.

Salary

None; Unpaid volunteer position

Hour Requirements

Minimum 10 hours per week. Anytime Monday – Friday, 8am – 4pm.