

Development Volunteer – Position Description

Position Title: Development Volunteer

Department: Office of Family Safety

Reports to: Resource Coordinator(s)

Hours: Varies from 7:30 am – 6:00 pm

Location: Jean Crowe Advocacy Center (100 James Robertson Parkway, Nashville, TN 37201) and/or Family Safety Center (610 Murfreesboro Pike, Nashville, TN 37210). Potential for remote work, at the discretion of the Resource Coordinator(s).

Summary of Role:

- Provide support to Office of Family Safety staff in development-related tasks such as donation management, fundraising, interdepartmental newsletter and social media

Essential Duties and Responsibilities:

- Assist with donation sorting and management
- Help to recruit donation items
- Help to plan fundraising events and donation drives
- Conduct community outreach in order to recruit donation items and/or to request that individuals/organizations host donation drives for the Office of Family Safety
- Assist with the development of social media content (some basic graphic design involved)
- Develop and create the department's monthly interdepartmental newsletter; Includes working with staff to obtain information for content, conducting research to find related content, and designing the newsletter
- Other duties and projects as requested

*Potential opportunity for other projects/responsibilities at the discretion of the Resource Coordinator

Qualifications:

- Must be at least 18 years old
- Must pass a background check
- *In an effort to ensure our intern and staff body is as representative of our diverse clientele as possible, applicants from minority backgrounds, cultures, and/or with multilingual skills are particularly encouraged to apply.*

Support and Benefits Provided:

- Supervision, skill-building, mentorship, networking, and resume-building
- Metro ID badge
- Free parking off-site

- Ongoing training and guidance on OFS and JCAC procedures
- Ongoing education and training on domestic violence and trauma
- Opportunities for other projects

To apply:

Please send a copy of your resume to Ellie Williams at EllenTWilliams@jis.nashville.org. You will receive application materials and information in return

Applicants with unresolved trauma in their past are encouraged to explore whether this opportunity is a good fit for them.

*Please note that we have various volunteer positions within the Office of Family Safety. Please visit <https://ofs.nashville.gov/get-involved/volunteer-opportunities/> for more information.