**Development Volunteer**

**Position Title**: Development Volunteer

**Department:** Office of Family Safety

**Reports to:** Assistant Director of Community Engagement

**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 procedures
* Ongoing education and training on domestic violence and trauma
* Opportunities for other projects

**To apply:**

Please send a resume, cover letter, and completed application found on [our website](mailto:our%20website) to Courtney Muller at [Courtneyjmuller@jisnashville.gov](mailto:Courtneyjmuller@jisnashville.gov).

*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.