



Job Title: Calendar Organizer
Reports to: Mary Rodenboh
Status: Volunteer, Weekly

POSITION SUMMARY

Do you like to plan, schedule and organize? We need a volunteer to help implement and run a system to organize the face-to-face meetings of the Executive Director and Development Director. Volunteers for this position are creative, detail-oriented and self-motivated.

ESSENTIAL FUNCTIONS

- Coordinate meeting times for the Executive Director and Development Director with external customers
- Call individuals to set up appointments
- Communicates meeting details to staff member(s)
- Keep notes on communication with individuals
- Identify ways to improve, expand or simplify the tasks
- Establish processes and procedures for the position

QUALIFICATIONS

- Prior attendance at a Literacy Connects Info Session
- Independent and creative; a problem solver
- Friendly and positive, especially on the phone
- Ability to use computers, including calendaring software, sending emails, and maintaining digital records of notes in a database
- Be at least 18 years old with GED or HS diploma

Hours: Flexible, but busy, especially as the program is being developed.

Interested? Attend a Literacy Connects Info Session: <http://literacyconnects.org/volunteering/>
Still have questions? Contact Mary at mrodenboh@literacyconnects.org

Website: www.literacyconnects.org