



TREEHOUSE

ENDING HOPELESSNESS AMONG TEENS

COMMUNITY & VOLUNTEER ADMINISTRATIVE ASSISTANT

JOB TITLE: Community & Volunteer Administrative Assistant

DEPARTMENT: Outreach

REPORTS TO: Community & Volunteer Engagement Director

STATUS: Part-time (20-24 hours/week)

CLASSIFICATION: non-exempt

WORK HOURS: Monday-Friday, flexible hours

ABOUT TREEHOUSE

TreeHouse is on a mission to end hopelessness among teens. Through safe, grace-based environments and one-to-one mentoring, teens build healthy relationships, better coping skills and a sense of purpose rooted in the living hope of Jesus, unleashing untold potential in themselves and their communities. TreeHouse staff are grounded in the core values of GRACE (Growth, Relationships, Authenticity, Community, Empowerment) that determine how we build relationships with donors, partners, volunteers, fellow staff, and teens. TreeHouse serves over 3,000 teens annually across 7 states and is growing to lead the nation in ending hopelessness among teens.

GENERAL TREEHOUSE STAFF REQUIREMENT

By God's grace, TreeHouse staff live out Christian faith and values in ways that are consistent with the teachings of Scripture and by participating in a fellowship of believers for spiritual enrichment, encouragement, support, and accountability.

JOB SUMMARY

The Community & Volunteer Administrative Assistant is the first point of contact to funnel inquiries regarding volunteer engagement and is responsible for the administrative support for the Community & Volunteer Engagement Team (CVET).

ESSENTIAL JOB FUNCTIONS

- Provide office administrative support for volunteer and community engagement work
 - Schedule meetings and trainings in Google calendar and Zoom for CVET, volunteers and site staff, including community engagements for Area Directors.
 - Coordinate the production and distribution of collateral materials for CVET, community engagement volunteers and Area Directors
- Manage volunteer communications as advised by the Community & Volunteer Engagement Director.
 - Monitor general volunteer email inboxes and forward messages to appropriate team members.
 - Correspond via phone and email, respond to inquiries from individuals and groups.

- Invite potential volunteers to Volunteer Information Meetings, communicating all needed information.
 - Send reminders for trainings and community engagement meetings.
- Assist CVET with volunteer processes, including use of Salesforce database and other systems.
 - Complete initial volunteer paperwork, background and motor vehicle record checks and provide TreeSources login for new volunteers.
- Perform other duties and responsibilities as assigned.

QUALIFICATIONS

- Mature faith in Jesus Christ which is compatible with the TreeHouse statement of faith and philosophy of ministry
- Commitment to the Vision, Mission, and Core Values of TreeHouse
- Minimum 2 years' experience providing administrative support and coordination, preferably in a non-profit or faith-based organization
- Proficiency in Microsoft Office Suite and Google Suite
- Preferred experience with Salesforce
- Team orientation with strong organizational and time management skills
- Strong interpersonal skills; ability to work with individuals at all levels of the organization
- Self-motivated with ability to meet deadlines independently and as part of a team
- Desire to continue learning and improving skill sets
- Excellent written and verbal communication skills
- Sound judgment and confidentiality