



REACH

VOLUNTEER COORDINATOR INTERN

REACH Ministries, through the love of Jesus, extends compassionate care to those affected by HIV/AIDS and all life-threatening illnesses and situations.

REACH Ministries is seeking a seeking a part-time or full-time (negotiable) intern to assist Director of Programs in recruiting volunteers and coordinating their placement into various programs and services.

Applicants interested in applying knowledge and skills gained from academic study in a planned and supervised work environment; interested in exploring HIV/AIDS, psychosocial development, death, and the sociological implications, with an approach of compassion and grace, will benefit from this internship opportunity.

Skills Required

- Proficiency in Microsoft Word, Excel, Outlook and web-based research
- Detail-oriented, good organizational skills
- Strong interpersonal skills, works well both in a team environment and independently
- Ability to work with a diverse range of people
- Flexibility, ability to adjust for “the good of the body”

Responsibilities

- Assist Program Director in recruiting REACH volunteers at colleges, universities, churches, and various other locations
- Review applications, perform background checks and maintain communication and correspondence between volunteers & staff
- Assist with volunteer trainings
- Maintain current initiatives and explore new avenues to demonstrate volunteer appreciation for growth and sustainability
- Work with Program Director to seek out new resources and establish relationships in the community to expand volunteer pool
- Advocate for REACH when deemed necessary and appropriate (i.e. with community, founders, volunteers, churches, etc.).
- Perform occasional organizational office tasks (i.e. shredding, cleaning, handbooks, mailings)
- Assist in fundraising toward position

Commitment

- One year (negotiable)
- 15 – 32 hours as needed
- Room and board negotiable

Please submit an online application at www.REACHministries.org. To submit a resume, or for additional information, contact Merry Moyer at info@REACHministries.org

REACH Ministries • 309 South G Street, Suite 3 • Tacoma, WA • 98405 • 253.383.7616

Revised 1/13/10