



New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.

DEVELOPMENT ASSISTANT VOLUNTEER POSITION DESCRIPTION

Further agency mission through administrative work in partnership with the Development team

HOURS:

Flexible weekly shift (office hours are M-F, 9am-5pm)

LOCATION: North Seattle

MAJOR RESPONSIBILITIES:

New Beginnings provides services to those whose lives have been affected by domestic violence - physical, emotional, or sexual abuse. Some who use our services are in physical danger. Others are living with controlling partners in relationships that are emotionally abusive. In this position, you will directly impact the lives of those experiencing domestic violence. As a development assistant volunteer, you will be responsible for:

- ✓ Donor list research
- ✓ Community outreach as appropriate
- ✓ Auction item procurement as needed
- ✓ Thank you calls to donors
- ✓ Writing notes to donors
- ✓ Data entry
- ✓ Folding letters/getting mailings ready
- ✓ Creative work for events
- ✓ Organizing materials & paper stock
- ✓ Scanning documents

REQUIREMENTS: Becoming a volunteer at New Beginnings is a rewarding and engaging experience that requires a serious commitment. Requirements include:

- ✓ Commitment to supporting the work & mission of New Beginnings
- ✓ Respect of others' individual choices and values
- ✓ Good organizational skills
- ✓ Willingness to work in a team environment

BENEFITS: At New Beginnings, you'll find a close-knit group of passionate, dedicated professionals working with program participants and other community members to end domestic violence. You'll be a part of this mission – working towards the elimination of violence. You'll also develop or refine your advocacy skills and deepen your understanding of domestic violence.

If interested, please visit our website at: <http://www.newbegin.org/get-involved/volunteer> or contact the Community Engagement Coordinator at 206.926.3016 for next steps!