



Development Assistant

Objective	Provide support to the WRMCSN Partner Relations & Events department by completing various tasks ranging from administrative duties, Baby Bottle Campaign management, to prepping mass mailers.
Key Responsibilities	<ul style="list-style-type: none"> • Arrive prepared to work for the allotted time scheduled. • Administrative functions to include donor confidentiality. • Counting, coding, and cleaning baby bottles. • Cutting flyers and preparing display board supplies. • Folding, stuffing, and sealing envelopes for mass mailers. • Assisting with special events preparations. • Have fun!
Reports To	<ul style="list-style-type: none"> • Partner Relations & Events Department
Qualifications	<ul style="list-style-type: none"> • Commitment to the vision, mission, and goals of WRMCSN. • Having a servant's heart. • High school diploma or equivalent • Personal, professional and public integrity • Detail-oriented • Basic computer skills • Good grammar and spelling • Strong interpersonal skills • Ability to work under stressful circumstances • Good time management and organizational skills • Ministry experience and/or community involvement (a plus)
Requirements	<ul style="list-style-type: none"> • Completion of WRMCSN application / forms / releases • Complete WRMCSN orientation interview • Background check
Length of Commitment	Partner Relations & Events Volunteer shall serve for at least a 1-year term, 16 hours per month.

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability and that I will receive support and appreciation from WRMCSN staff.

Volunteer name (Please print)

Volunteer Signature

Date

WRMCSN Staff Partner (Please print)

WRMCSN Staff Partner Signature

Date