



Communications & Volunteer Coordinator

The Communications & Volunteer Coordinator is hired by My Sister's House Executive Director and is directly accountable to the Outreach Manager and Executive Director. The Communications and & Volunteer Coordinator is responsible for assisting the Outreach Manager and Executive Director in promoting awareness regarding My Sister's House, domestic violence, sexual assault, human trafficking and cultural competency. Working in partnership with the board and staff, the Communications & Volunteer Coordinator will promote My Sister's House services by:

- Designing and preparing communication materials and social media strategies. (ex: newsletters, mass e-mails, facebook, twitter, linkedin)
- Designing and preparing event materials
- Updating My Sister's House website and other websites associated with My Sister's House
- Assisting with data collection and program reports.
- Answering basic telephone queries.
- Assisting with any grant deliverables.
- Scheduling appropriate volunteers for outreach and other events.
- Working with other staff to coordinate volunteers for specific needs as they arise.
- Assisting with volunteer program record keeping.
- Responding to potential and current volunteer inquiries and other volunteer communications.
- Preparing outreach materials and equipment as needed for outreach and other events.
- Coordinating and monitoring volunteers and donations for the Women to Work Program.
- Representing My Sister's House as needed.
- Handling other duties as assigned.

Qualifications:

- Demonstrated experience (either paid or volunteer) working in the domestic violence or violence against women field.
- Experience working with diverse constituencies (particularly with communities of color).
- Excellent organizational skills, including the ability to design and maintain effective systems, organize resources, and establish priorities.
- Strong communication skills including writing and public speaking abilities required. Bilingual skills helpful. (Chinese, Hmong, or other Asian Pacific Islander language ideal.)
- Ability to use email and MS Office 2010 programs, including publisher
- Valid driver's license and ability to use personal vehicle for work; proof of car insurance
- Ability to work as part of a team.

Position: Full time (grant funded) – note work schedule varies
Expected to start asap

Salary: \$13.00 per hour with benefits

To Apply: Send resume and cover letter and 2 sample writings or work materials (i.e. blogs, fliers,)

My Sister's House
Attn: Executive Director
3053 Freeport Blvd #120
Sacramento, CA 95818