



# Holiday Gift Program Assistant

Volunteer or Internship Position Description

## *Position & Responsibilities*

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### **Role Summary**

Brighten the holidays for Tubman families by supporting our annual holiday gift drive. Each year, Tubman's holiday gift program provides donated gifts for over 700 adults and children. The Holiday Gift Program Assistant will do targeted outreach to community partners and organizes donated gifts to make a difference for families over the holiday season.

### **Impact & Benefits**

- Support the connection between Tubman and community partners such as faith communities, civic organizations, local businesses, other non-profits, and more
- Gain valuable administrative and organizational skills
- Gain practical knowledge of event execution in a non-profit human service organization

### **Position Responsibilities**

- Receive, sort, and organize holiday gift donations, run occasional errands as needed
- Help lead groups of volunteers as they package donations and greet donors as needed
- Communicate regularly with Community Relations Manager and other agency staff as required

## *Qualifications & Expectations*

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### **Position Qualifications:**

- Basic knowledge and comfort with databases, SurveyMonkey and using Microsoft Office
- Organizational and communication skills; creativity, resourcefulness, reliability
- Comfortable working independently and as part of a team, able to lead a group and directing others
- Personal access to a car preferred but not required
- Physical requirements: walking, lifting and standing for long periods

### **Time Commitment & Availability**

- Flexible weekday, daytime hours, 5-10 hours per week October & November and 10 hours a week during the month of December.
- Availability during the last week of December preferred but not required, not including Christmas Day and New Year's Day.

### **Supervision & Training**

- Supervised by the Community Relations Manager

## *Organization*

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For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. [www.tubman.org](http://www.tubman.org)

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.