



**RECRUITMENT ASSOCIATE**  
**(Part-time or full-time, 25-40 hours per week, \$15-17 per hour)**

**Position Objective**

Responsible for providing support to CVIF's recruitment efforts and implementing a recruitment strategy to meet the organization's volunteer recruitment goals, including career fairs, community events, promotion, external communications, application assistance, scheduling, interviews, follow-up communications, and placement support. Responsible for providing assistance with volunteer management and other CVIF programs and operations, with opportunities for leadership. Provide administrative support to key program areas, including volunteer support, fundraising, communications, and overall office operations. Assist Program and Executive Director with other projects, as needed.

**Responsibilities**

**1. Volunteer Recruitment**

- Assist with all activities related to volunteer recruitment, including coordinating career fairs and community events, outreach to parishes, promotion, and materials
- Assist Program Director in recruiting and placing 15-20 full-time volunteers per year
- Maintain excellent communications with applicants, volunteers, and alum
- Create and implement a communications plan that improves recruitment efforts with effective outreach to potential candidates, colleges, media, parishes, and nonprofit partners via press releases, website, and social media platforms

**2. Volunteer Management**

- Assist with volunteer support in all areas, including housing and reimbursement
- Assist with encouraging volunteers and celebrating successes via e-newsletter
- Assist CVIF staff in supporting volunteers during orientation and retreats
- Assist with professional development and leadership development of volunteers
- Maintain accurate files for all volunteers and applicants

**3. Process Management/Office Administration**

- Establish system for shared files and more efficient office organization
- Maintain accurate and up-to-date volunteer files and shared documents
- Maintain organizational database and assist with mailings and other communications
- Assist with fundraising, including grant proposals, reports, mailings, and events
- Responsible for effective office operations, including equipment, supplies, ordering, contracts, files, and any other projects as needed

**Requirements:**

- Minimum AA, Bachelors preferred, with demonstrated commitment to CVIF mission
- Prior nonprofit or volunteer experience and commitment to volunteer service
- Excellent written and oral communications skills
- Excellent people skills, with ability to network with many diverse populations
- Outstanding organizational skills, ability to work independently
- Computer savvy, working knowledge of Microsoft Office
- Travel (minimum twice per month) throughout the state of Florida

**Helpful:**

- Communications and IT experience (for website, social media, and other external communications)
- Alum of AmeriCorps or other service program a plus

**Benefits:**

- Health insurance, including dental and vision, for full-time position
- Intensive professional development and coaching
- Quarterly retreats and opportunities for faith formation
- Two weeks vacation

**To apply:**

- Send resume and 1 page cover letter to [volunteer@cvif.org](mailto:volunteer@cvif.org)

*Catholic Volunteers in Florida is an equal opportunity employer and does not discriminate on the basis of race, creed, color, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability, and any other classification considered discriminatory under applicable law.*

*People of color and persons with disabilities are encouraged to apply.*