

# Marin Villages

**Title:** Membership & Volunteer Support Representative

**Employment Type:** Part-Time, Monday-Friday, 9am-1pm

**Location:** San Rafael, CA

**Salary:** Hourly, \$20

**Marin Villages** ([www.marinvillages.org](http://www.marinvillages.org)) is a non-profit, membership whose mission is to help older adults remain independent in their own homes and community.

**The Position:** You will primarily be responsible for supporting day-to day activities, including answering incoming phone calls and emails as well as entering member service requests and volunteer opportunities into our web-based database; seeing each request through from creation to completion. Additionally, you will assist in the development and distribution of program materials including flyers, member renewal letters, thank you letters, and monthly newsletter. You will also support coordination of programs, activities, and events with the local villages as well as Marin Villages events.

This position requires a patient, communicative individual who thrives in a fast-paced environment and is a master at resolving problems quickly and creatively. We are looking for an individual who is collaborative, a self-starter, and is comfortable working alone and in groups. This individual should have excellent administrative skills, enjoy details, office organization, planning, execution, and relationship building in a fun, focused work environment. We are a small staff, supported by a team of volunteers, so flexibility, humor and teamwork are key to success.

## **Skills and Characteristics**

- Excellent written, verbal skills and attention to details
- Excellent computer skills including MS Word, Excel and PowerPoint
- High proficiency in the use of databases, report generation and writing
- Curiosity and enthusiasm for working with older adults
- Strong interpersonal skills; compassionate, patient and engaging

BA degree or relative work experience is required and experience working with older adults is a plus.

## **To apply for this position:**

Email a word document of your resume and **in a separate document, a thoughtful cover letter** describing how your skills and experience meet the needs of the position and the organization.

Preference will be given to those candidates whose cover letters offer a broader and deeper insight into their career history that is not already covered in their resumes. *Your candidacy will be held in the strictest confidence.*

• In the **Subject Line** of the email put your **First and Last Name and Support Representative**

• Submit both documents to [jobs@marinvillages.org](mailto:jobs@marinvillages.org)

## **Equal Opportunity Employer**

Marin Villages is an Equal Opportunity Employer. We take pride in recruiting and developing staff without regard to housing status, race, color, creed, gender expression, gender identity, religion, or marital status.