

DEVELOPMENT ASSISTANT

Underground Railroad Inc. - Saginaw, MI 48601

Part-time

The Development Assistant is responsible for helping with the execution of fundraising initiatives. This position assists the Development Coordinator. Duties include general clerical, database entry, social media posting, and some event coordination.

Essential Responsibilities:

1. Enter organizational data in the donor database with consistency and attention to detail for all donor and gift entries, following the database entry procedures.
2. Prepare donor thank you letters promptly and accurately.
3. Assist in coordinating the logistics of fundraising events, including set up and preparation of event literature.
4. Assist in the preparation of the monthly e-newsletter
5. Coordinate and assist in the development of social media communication pieces.
6. Assist in the development of marketing and promotional materials, both print and electronic.
7. Assist in the development and upkeep of the agency blog including posting agency information and news and responding to feedback and messages.
8. Create and deliver press releases for upcoming agency events and accomplishments.
9. Submit monthly department reports including statistics to supervisor.

General Responsibilities:

1. Attend all required meetings.
2. Keep and maintain records documenting communications with co-workers, peers, board members, volunteers and community members.
3. Attend training seminars, conferences and workshops necessary for professional development.
4. Maintain respectful attitude toward program participants and co-workers.
5. Allow flexibility in scheduling and job function.
6. Must adhere to all safety and security policies and identify and correct security breaches to assure a safe place for clients and co-workers.
7. Other tasks as assigned by supervisor.

Qualifications and Skills Required:

1. Education: Associate's Degree, Bachelor's Degree preferred
2. Professional Skills:
 - a. Professional presentation, with excellent verbal, written, and interpersonal communication skills, and an energetic and engaging personality
 - b. Excellent organizational skills, with accuracy and attention to detail.
 - c. Demonstrated ability to handle donor interest and personal information with tact and sensitivity, in a confidential manner
 - d. Background in designing professional and sophisticated promotional materials
 - e. Ability to work collaboratively with a strong customer-service orientation
 - f. Ability to multi-task while handling work expectations including telephone, basic office machines, reading, writing, typing, computer/data entry, and some travel
 - g. Computer Skills: Can utilize a personal computer and is familiar with Microsoft Office, Email, Internet, Social Media, and Donor Software. Above average proficiency in Microsoft Publisher.
 - h. Has knowledge of and is interested in women's issues.
 - i. Valid Michigan Driver's License.

To Apply: Send resume and cover letter with salary expectations to Karen Sova, Development Manager at ktesch@undergroundrailroadinc.org by October 16th, 2017.

SUPERVISOR RESPONSIBILITIES: None

SUPERVISOR/RESPONSIBLE TO: Development Manager

Equal Opportunity Employer, Minorities are encouraged to apply.

RESIDENTIAL ADVOCATE

Underground Railroad Inc. - Saginaw, MI 48601

Part-time

Part-time hourly entry level position providing support and crisis intervention services to survivors of domestic and sexual violence in a shelter setting. We are searching for a staff member with a varied work schedule for 1st and 2nd shifts with 3rd shift fill-in, approximately 3 days per week.

General Responsibilities:

Respond to crisis, information and referral calls.

Provide guest support, crisis intervention, and maintain stability of the house and pet shelter.

Conduct guest intakes and departures.

Provide on-call assistance to TSH & PSH residents.

Facilitate/arrange emergency responder on-call requests from police and hospitals.

Maintain cleanliness and minor maintenance of residential areas.

Maintain availability to guests to provide for their needs.

Restock paperwork and supplies as needed.

Provide guest assistance in completing routine chores, and when necessary complete chore.

Coordinate and prepare shelter meals for guests.

Assist with in-kind donations.

Keep up-to-date on domestic violence, stalking and sexual assault issues, laws and community resources.

Provide referrals for survivors as needed.

Record client services on appropriate documentation forms.

Participate in quality assurance monitoring, program planning and evaluation and make recommendations for appropriate changes in policies, procedures, programs and other areas to improve the impact of services provided.

Assist with training of new staff and volunteers.

Attend all scheduled staff and program meetings.

Allow flexibility in scheduling and job function.

Maintain confidential files and keep confidentiality of crime victims.

Attend conferences and workshops as deemed appropriate by supervisor.

Maintain respectful attitude toward program participants and co-workers.

Must adhere to all safety and security policies and identify and correct security breaches to assure a safe place for guests and co-workers.

Any other duties assigned by Supervisor.

Qualifications and Skills Required:

Professional Skills: Minimum of two years college in a Human Services curriculum and /or a survivor of domestic violence, sexual assault or stalking.

Communication Skills: The ability to speak and write clearly using proper spelling and grammar. Able to respond supportively to persons in crisis and assemble relevant facts.

Be empathetic and able to remain calm in a crisis situation. Understand and follow empowerment model.

Physical Qualifications: Ability to lift up to 50 lbs. Ability to cook and clean without any physical restrictions.

Has knowledge of and is interested in women's issues; particularly the dynamics and laws pertaining to domestic violence, stalking, sexual assault and human trafficking victims.

Possess a valid Michigan Driver's License.

Fax cover letter & resume: Attn. Kari Tanney @ 989.755-3006 or email to ktanney@undergroundrailroadinc.org. No phone calls please.