



Volunteer Development Specialist
Fond du Lac
Part Time Position

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

The Volunteer Development Specialist will place and support volunteers age 55 and over in various non-profit agencies that impact the unmet needs in the community. This position will provide a high quality experience that enriches the lives of volunteers.

Job Requirements:

- Skills in program organizing and management, conflict management community involvement.
- Marketing, public speaking and recruiting preferred
- Understanding of community needs, and volunteer target groups
- Knowledge of senior community and issues relating to seniors
- Computer literacy in email, word processing, Internet, spreadsheets and databases
- Willingness to work a flexible schedule

This part time position is for 24 hours a week. Minimum hourly wage is \$19.42/hour with paid vacation, sick and holiday time as well as 401k Retirement benefits.

Resumes and/or applications, with cover letters, submitted by 04/29/22 will receive primary consideration. Application materials will continue to be received until position is filled.

Send to: ADVOCAP Inc., Human Resources
PO Box 1108
Fond du Lac, WI 54936-1108
[or email to hr@advocap.org](mailto:hr@advocap.org) or FAX: 920 922-7214

<http://www.advocap.org>

AA/EOE