



Volunteer Recruitment Specialist Part Time

We are looking for an enthusiastic Volunteer Recruitment Specialist (VRS) to help us in our overall recruitment & marketing efforts. The VRS will be responsible for coordinating recruitment and marketing activities for ADVOCAP's Volunteer Services Department that will help increase our age 55 and over volunteer base.

The VRS will be charged with maintaining visibility and involvement in the community through regular and active participation in volunteer fairs, health fairs and other public opportunities that may provide an avenue for recruiting new volunteers over age 55. The VRS will also plan and execute recruitment presentations to local community groups.

This person will be a competent professional able to grasp consumer behavior trends and generate creative ideas. Applicant should be well-versed in specialized marketing concepts, principles and tactics.

Directly related experience working with volunteers age 55 and over preferred. Successful applicants will have 3 or more years of related experience or the equivalent training of a BS or BA in marketing, communications or equivalent with at least 3 months of experience. Requires knowledge and ability to use computers and related technology efficiently. Must also display effective written and oral communication skills and a willingness to work in a team.

This position is 20 hrs/wk with a flexible schedule. This person will work closely with staff in Winnebago, Green Lake and Fond du Lac Counties. Home office to be determined. Reliable transportation a must. Minimum pay is \$16.95/hr with paid vacation, sick & holiday time and 401K/Retirement benefits.

Resumes with cover letters received by 7/19/17 will be given preference. Submit to ADVOCAP Inc., Human Resources, PO Box 1108, Fond du Lac, WI 54936-1108 or FAX: 920-922-7214 or Email hr@advocap.org