BEACON HOUSE

JOB ANNOUNCEMENT

VOLUNTEER RECRUITMENT COORDINATOR AND

ADMINISTRATIVE ASSISTANT

About the Organization

Beacon House is a nonsectarian, nonprofit after-school tutoring and mentoring program for at-risk children and youth, ages 5-18, located in Northeast, D.C. During the school year, from 100 to 125 children and youth come to our two 6,000 square foot centers each day immediately after school to participate in our academic enrichment, tutoring, life-skills mentoring, athletic and cultural activities. During the summer, we operate a 6 week camp for 125 children.

The Position

This is a salaried, full-time, 40 hour per week position. Beacon House relies heavily on volunteers to serve as tutors and mentors, and we are searching for someone to serve as our Volunteer Recruitment Coordinator. The Volunteer Recruitment Coordinator will recruit volunteer tutors and mentors from local colleges and universities, churches and businesses. Once recruited, the Coordinator will make sure that the volunteers are receiving the necessary information and support on an ongoing basis.

The job will also involve general administrative duties, such as entering data, keeping files and records, assisting with keeping our Facebook, Constant Contact and web site communications current, and assisting staff in managing their work.

Finally, because Beacon House is a relatively small youth development organization, the Coordinator should expect to interact directly with our children and youth, such as helping children with their homework.

The Coordinator’s basic work day will be from 9:00 a.m. to 5:00 p.m., Monday through Friday, but the Coordinator will have to be flexible and willing to assist Beacon House and attend occasional recruiting opportunities in the evening, and/or provide assistance on an occasional Saturday.

Qualifications

A bachelor’s degree, good writing and verbal skills, and excellent interpersonal skills. Some experience working in the non-profit and/or youth development field. Must be comfortable and adept at reaching out to representatives of colleges, universities, corporations, and other organizations. Must be well-organized, a team player and flexible. Strong administrative skills, including knowledge of Word and Excel. Strong skills in using social media a plus.

Compensation

Salary in the $30K-$35K range, with a standard package of benefits.

You can learn more about Beacon House by visiting www.beaconhousedc.org.

To apply, please send cover letter and resume to [gkittner@beaconhousedc.org](mailto:gkittner@beaconhousedc.org).