



Holiday Gift Program Assistant

Volunteer or Internship Position Description

Position & Responsibilities

Role Summary

Brighten the holidays for Tubman families by supporting our annual holiday gift drive. Each year, Tubman's holiday gift program provides donated gifts for over 800 women and children. The Holiday Gift Program Assistant coordinates client wish lists and organizes donated gifts to make a difference for families over the holiday season.

Impact & Benefits

- Support the connection between Tubman and community partners such as faith communities, civic organizations, local businesses, other non-profits, and more
- Gain valuable administrative and organizational skills
- Gain practical knowledge of event execution in a non-profit human service organization

Position Responsibilities

- Receive, sort, and organize holiday gift donations, run occasional errands as needed
- Help lead groups of volunteers as they package donations and greet donors as needed
- Update the database in order to track contacts, donations, and progress
- Communicate regularly with Community Relations Manager and other agency staff as required

Qualifications & Expectations

Position Qualifications:

- Basic knowledge and comfort with databases and using Microsoft Office
- Organizational and communication skills; creativity, resourcefulness, reliability
- Comfortable working independently and as part of a team, able to lead a group and directing others
- Personal access to a car preferred but not required

Time Commitment & Availability

- Flexible weekday, daytime hours, 10 hours a week during the month of December.
- Availability during the last week of December preferred but not required, not including Christmas Day and New Year's Day.

Supervision & Training

- Supervised by the Community Relations Manager

Organization

For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. www.tubman.org

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.