



Position Title: Outreach Assistant

Number of Positions Available: 1

Purpose: To promote efficiency of Cleveland Sight Center outreach efforts.

Location: Cleveland Sight Center

Key Responsibilities:

- Enter contact information into outreach team database.
- Assemble outreach packets and folders needed for community presentations, agency tours, presentations, and related marketing and development department events.
- Other duties as assigned.

Qualifications:

- Proficient in Microsoft Office programs.
- Ability to work autonomously.
- Attention to detail.
- Ability to work with a diverse population.
- Strong verbal and written communication skills.
- Successful completion of a background investigation.
- Strict adherence to HIPPA and confidentiality.

Commitment:

- Bi-Weekly Monday's 10a-12p

Age Requirement: 16+

Dress Code:

- Business Casual

Training:

- Volunteer Orientation

Volunteer Signature:

Supervisor Signature:
