

SCHOLARS IN SERVICE – JOB DESCRIPTION

American Red Cross Community Outreach Preparedness Team

The American Red Cross shelters, feeds and provides emotional support to victims of disasters; teaches lifesaving skills; provides international humanitarian aid; and supports military members and their families. The Red Cross is a charitable organization — not a government agency — and depends on volunteers and the generosity of the American public to perform its mission. The American Red Cross Central California Region provides services to the ten counties across Central California that is home to more than 4 million people. For more information, please visit www.redcross.org.

Job Title: Assistant

Number of Openings: 1

Responsibilities:

- Reach out to organizations across the community to inform them of our services and educational presentations.
- Give presentations on numerous topics of safety.
- Create relationships with organizations for future partnerships.
- Follow up with partners and update them on new programs and/or presentations.
- Assist with spreading the word on our Home Fire Campaign and Pillowcase Project.
Promotes volunteer opportunities and services at community preparedness virtual events.

Basic Qualifications:

- Enthusiastic about Red Cross mission and programs.
- Open to learn about the American Red Cross and its opportunities for volunteer service.
- Work well both individually and with others
- Communication skills with groups and individuals
- Comfortable answering calls and making phone calls to volunteers and partners
- People who like to work with others to solve problems
- An eye for marketing/advertising our free services to residents in high-risk communities
- Strong relationship manager who can find/build new and expand existing partnerships with organizations with shared mission
- A whole-community approach