

UCLA Volunteer Center – Events Assistant

Payroll Title: Assistant IV

Job Type: Part-time, 8-15 hrs/week

Salary: \$15/hour

Location: UCLA Wilshire Center

The UCLA Volunteer Center is seeking a student office and events assistant to aid in the planning and execution of the Center's signature initiatives. We're looking for a student with excellent writing skills and attention to detail, who is interested in social good and volunteerism. We're looking for a creative thinker who is able to handle a variety of duties including event planning, volunteer recruitment and retention, fundraising and grant research, leadership development, and more.

Responsibilities:

- Assist with signature projects and initiatives, including One Bus, One Cause, Social Media & Marketing Internship Program (SMMIP), Project SPELL, and other volunteer events throughout the year
- Communicate with volunteers, community partners, and the community at large about the impact of UCLA in Los Angeles; manage and respond to inquiries via web, social media, email, phone, and more
- Develop training manuals and information for volunteer leaders
- Develop and maintain databases and spreadsheets to organize information for volunteers
- Attend staff meetings and provide input on key programs and initiatives
- Assist Volunteer Center staff as needed; other duties as assigned

Qualifications & Requirements:

- Strong verbal and written communication skills
- Detail-oriented, self-motivated, team player
- Ability to keep sensitive information confidential
- Strong knowledge of MS Word, MS Excel, MS Outlook, and Google Drive
- Strong Internet research and social media skills
- Ability to follow through on projects and meet deadlines
- UCLA students only; Work-study program eligibility preferred but not mandatory
- Flexible work schedule to be determined based on class schedule for Winter & Spring 2017
- Ability to continue employment through the 2017-2018 academic year preferred (summer optional)

To apply:

- Send your resume, cover letter, and available hours/class schedule to shickman@volunteer.ucla.edu.
- Include "Events Assistant: [Your Name]" with your name in the subject line of the email