

Volunteer Description

Volunteer summary: Women & Family Life Center (W&FLC) is a nonprofit located in Guilford, CT, serving women and families on the Connecticut Shoreline since 1991. W&FLC empowers women and their families to face challenges and transitions in their lives with strength and confidence. Volunteers help to promote our mission by participating in several programs and activities. They are partnered with the Operations Manager and other staff as needed.

Duties and Responsibilities included but not limited to:

- Administrative work that includes answering phone calls, taking messages, assisting with visitors or walk-ins as needed, data entry, filing, and contacting participants for programs.
- Assistance with marketing and events which may include contacting donors, updating spreadsheets, passing out flyers, auction outreach, etc.
- Helping with fundraising events, as needed
- Assisting other staff with responsibilities as needed

Schedule:

- W&FLC is looking for volunteers throughout the year for the fall, winter, spring, and summer.
- Available volunteer work is unpaid, and the schedule is based on the need of the Center and your availability.
- Center hours are Monday-Friday 9am-4:30pm, opportunities for volunteering at events and fundraisers.

Qualifications/skills:

- Strong communication and interpersonal skills
- Ability to work collaboratively with participants, families, and colleagues.
- Ability to maintain confidentiality and exercise discretion in sensitive situations.
- Strong organizational and time-management skills
- Computer proficiency required in Microsoft Office Applications (Word & Excel)
- Comfortability working with a client-relations management (CRM) database.

We are seeking passionate and committed volunteers to help us fulfill our mission. If that is you, please fill out the volunteer application and email it along with your resume to

info@womenandfamilylife.org