**Rahab’s Hope Volunteer Positions**

Positions outlined in this document:

1. Case Manager
2. Fundraiser Committee Member
3. Marketing Guru – Not currently needed

Email info@rahabshope.org or call 413-340-4673 if you are interested in volunteering. Resumes should be emailed for positions that require an interview (which has been specified below).

**Case Manager**

**The Case Manager position is a very rewarding opportunity of service to our community!**

**Case Manager Job description:**

Rahab’s Hope is looking for a Case Manager to assist individuals/families at risk of homelessness or exiting homelessness with rental assistance. We are seeking a volunteer who is positive, optimistic, honest, patient, compassionate and loving.

The duties outlined would include but are not limited to the following:

* Intake: Review Application and conduct initial assessment
* Connect persons with external resources to promote self-sufficiency
* Create a budget and assist with housing stability plans (when necessary)
* Return calls and answer questions regarding our services and applicant eligibility
* Document program participants data and resources/service recommended
* Follow-up with previous program participants after 6 months
* Monthly follow-up with households that require financial assistance for up to 3 months
* Sharing words of hope and encouragement
* Offering prayer and/or sharing the gospel of Jesus (Not required)

\*We do not have an office space, therefore volunteers can work remotely at home, however we prefer someone to live within Montgomery County in case an applicant needs face to face assistance. Applicants typically do not need to meet in person, but please keep in mind that some applicants do not have access to a computer.

**Time Commitment:**

Monday – Friday (4:30 – 7:30pm) – These is are our current hours of operation, however we are flexible with the hourly shift. A maximum of 15 hours/week.

**Requirements:**

* Reliable transportation
* Internet services and computer with security

**Skillset:**

* Organized, Basic computer skills, Budgeting Skills, Relationship building skills
* Excellent written/verbal communication skills, Ability to communication with persons in despair and under stress
* Strong organizational, interpersonal and written communication skills

**Fundraiser Committee Member**

**You help our events come to life!**

Our fundraising committee gathers to brainstorm various fundraising ideas that will help us meet our financial goal and introduce potential supporters to our mission. Members will participate in the planning, executing and volunteering during each event (if necessary). The team will accomplish 2 fundraising events/year and meetings are currently conducted via conference calls for 1 hour/month. On occasion, the committee may need to meet in person to finalize plans.

We are looking for people who enjoy planning events and are interested in helping us to reach and/or exceed our fundraising goals.

Also, if you have leadership skills and have experience leading teams and executing event successfully, we are looking for you to join us.

**Marketing Guru**

**Brand building!**

**Responsibilities**

* Manage social media campaigns
* Create written and graphic content for organizations website and social media accounts.
* Design and create documents for print and digital distribution, including - but not limited to - ads, brochures, posters, flyers, newsletters and email blasts.
* Collaboration with the President regarding Rahab’s Hope image and marketing goals.

**Time Commitment:** Approximately 1-2/hours per week. Hours may increase or decrease depending on the project.

**Minimum Qualifications**

All creative talents welcomed. If you have a knack for marketing please join us.

Bachelor’s degree in marketing and/or communications or equivalent (Preferred).

**Interview and orientation required**