

English At Large Volunteer Opportunity – Program Support Volunteer

Program Support Volunteer (3-8 hours, one day per week)

The Program Support Volunteer supports EAL staff and the administration of our learner and volunteer programs, as well as projects and fundraising efforts.

Responsibilities:

1. Maintain learner and volunteer records in internal and external databases
2. Phone and email communications with learners on EAL tutoring waitlist, registrants for EAL language programs, and new learner inquiries
3. Phone and email communications with volunteers
4. General office support, including answering phones, database maintenance and filing
5. Support EAL staff with program and fundraising projects

Qualifications:

1. Detail-oriented
2. Familiarity with Microsoft Office and Google Drive
3. Ability to communicate clearly, effectively, and patiently over phone and e-mail are a must
4. Self-motivated
5. Self-starter
6. Fluency in another language a plus
7. Must have a car & valid driver's license

How to apply:

Submit resumes to programs@englishatlarge.org
