



Position Details

Job Title: Mobilization Support

Reports to: Mobilization Manager

Status: Full time

Pay Rate: \$17.00 hourly

Job Description:

The Mobilization Support position at Fresno Mission assists the Mobilization Manager in the coordination, support, and management of volunteers within a faith-based, non-profit environment. This role is essential in enhancing volunteer experience, promoting community engagement, and ensuring the smooth operation of volunteer activities.

Who you are:

- Someone who recognizes the value of other people regardless of their choices.
- Attentive with a listening ear and desire to give respect and time to our clients and guests.
- A good example of who Christ is and willing to share how He saved you from yourself.
- Dependable, timely and trustworthy with sensitive and personal information.
- Fair in situations and able to determine what is just and equitable in difficult situations.
- Gentle in character and able to be calm and tender when others are challenging.
- Generous in heart, empathy, patient, and humble.
- Someone who brings excellence to everything you do.
- Able to work in a fast-paced and constantly changing environment.
- Great at time management.
- Able to learn our Volunteer Hub systems and at ease with computer work.
- Eager to assist in engaging volunteers, aware of others gifts and how they can contribute to the mission.

Key Responsibilities:

- Assist the Volunteer Manager in recruiting, training, and coordinating volunteers for various programs and events.
- Maintain volunteer schedules and assist with tracking volunteer hours.
- Help with the onboarding process for new volunteers, including orientation and training sessions.
- Coordinate communication with volunteers, including sending reminders, updates, and event information.
- Support volunteer recognition initiatives and appreciation events.
- Manage volunteer records and maintain accurate data in the volunteer management system.
- Assist in developing and implementing volunteer policies and procedures.
- Provide administrative support, including preparing reports, updating databases, and

maintaining volunteer resources.

- Address volunteer inquiries and provide assistance as needed during shifts and events.
- Assist in developing community partnerships to expand the volunteer base.
- Ability to work evenings and weekends.
- Perform other duties as assigned.

Bonus Points:

- You have the flexibility to adapt to changes and take on new responsibilities as the organization grows.
- Puedes hablar, leer y escribir en español.
- You're excited to work in a fun fast-paced atmosphere where everyone takes the mission seriously, but no one takes themselves too seriously.
- Have a love for coffee!

Education/Experience:

High School Diploma or GED. At least one year of experience working with the population the mission serves. Microsoft Office and computer skills.

Requirements:

A mature walk with Jesus Christ and able to articulate Biblical beliefs and their application within the context of the Fresno Mission. All employees of Fresno Mission are an integral part of the outreach ministry of a non-denominational, evangelical ministry sharing the Gospel of Jesus Christ through transformational programs that provide food, shelter, clothing, education, job training and renewal of families to the poor and addicted. All employees are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, Bible studies and prayer times. Due to the nature of these types of ministries, it is an absolute necessity that each employee possesses and maintain a Christian testimony of their faith and experience in Jesus. Must be in agreement with the Statement of Faith of the Fresno Mission.

Application Process:

Individuals interested in being considered for this position should email the following documents:

1. Letter of interest which includes a narrative detailing how you believe you qualify for this position.
2. An updated resume.
3. The names, email addresses, and phone number of three references.

Please email all documents to HR@fresnomission.org

No phone calls.