



Position title: **Recruiting & Alumni Relations Assistant**  
Job category: Marketing/Public Relations/Alumni relations – Temporary position  
Posted: 8/23/2011  
End Date: Until position is filled

### **JOB OVERVIEW**

Type: Temporary part-time employment/internship position (no benefits)  
Hours/Week: 10  
Timeline: September through April 30, 2012  
Salary: \$10/hr  
Reports to: Recruitment & Marketing Manager and the Outreach & Special Events Coordinator

### **JOB DETAILS**

**Location:** Portland, Oregon  
3928 North Williams Ave., Portland, OR 97227

**Position summary:** The Recruiting & Alumni Relations Assistant will work directly with the Recruiting and Marketing Manager as well as the Outreach & Special Events Coordinator to promote the JVC Northwest program to potential volunteers as well as build relationships with Former Jesuit Volunteers (FJVs). The majority of time in this position is spent utilizing online tools to assist with database maintenance, potential volunteer and FJV outreach, and media outreach.  
Possible assignments include, but are not limited to:

*Recruitment:*

- Assemble info packets to be mailed to potential volunteers
- Email and phone correspondence with university staff, potential volunteers, and FJVs
- Assist the traveling recruiter with recruiting logistics and planning
- Organize and maintain database of potential volunteers

*Media relations:*

- Write, edit and submit press releases to various media outlets
- Assist with social media and website updates
- Edit and produce video to be posted online
- Research new opportunities for JVC Northwest promotion

*FJV outreach:*

- Organize and maintain database of FJVs

-Assist in set-up of FJV events around the country

*General tasks:*

- Track and enter general data
- Assist in producing FOCUS newsletter
- Perform other tasks as assigned

**Desired qualifications:**

Jesuit Volunteer Corps (JVC) Northwest is looking for an energetic student of junior or senior class status who is looking to gain experience in public relations, viral marketing and computer applications in a non-profit setting.

We are seeking a motivated, detail-oriented individual who has the ability to communicate effectively with diverse peoples. Must be comfortable speaking on the phone. Must have an in-depth knowledge of computer applications (Excel, Word, Access) and demonstrate excellent organizational, oral and written communication skills.

**How to Apply:**

Please send a complete resume, two references and a letter of interest to Leah Nusse, Recruitment & Marketing Manager, at [lnusse@jvcnorthwest.org](mailto:lnusse@jvcnorthwest.org). Call 503-335-8202 with questions.

**Organization description:**

Jesuit Volunteer Corps (JVC) Northwest is a nonprofit volunteer placement organization that connects young people who are interested in living out the values of community, social justice, simple living, and spirituality. Volunteers serve in a wide variety of service placements in Alaska, Idaho, Montana, Oregon and Washington. JVC Northwest was the birthplace of the JVC program, which has spread throughout the world, when it was established in Copper Valley, Alaska, in 1956. The organization works to place more than 140 volunteers each year to help address economic, cultural, educational, environmental, and health care needs in this region. For more information, visit [www.jvcnorthwest.org](http://www.jvcnorthwest.org).