



JUNIOR LEAGUE OF BUFFALO
Women building better communities

JOB DESCRIPTION

Title: **Literacy Volunteers Project Co-Chair - OPERATIONS**

Duties:

- Act as primary liaison to Literacy Volunteers project staff to include: Handling and execution of special project request from Literacy Volunteers (for example, book drives, special events that League can assist in volunteering); coordination of communications and reimbursements aligned with project budget; monitoring of project activities to ensure compliance with JLB bylaws and regulations, assist with ongoing evaluation activities
- Assist Project Chair with writing and delegation of communications (Junior League Weekly E-mail, Website and Perspectus)
- Reports to the Community VP and support some of the technical aspects of this project

Time Involvement:

- Attend a minimum of one Literacy Volunteers training session
- Attend monthly project leadership meetings
- Attend Community Council meetings, as scheduled by Community VP
- Average of 3-5 hours weekly

Experience:

- Would suggest this position for a member who is interested in working within the community but prefers administrative to direct service assignments. Strong organizational, communication and attention to detail. Dedication to member satisfaction and ability to manage volunteers effectively necessary. Basic computer skills are required including a working knowledge of MS Excel, MS Word and command of e-mail communications.