

The FriendShip, Inc.

The FriendShip, a 501(c)(3) corporation, is seeking a Services Coordinator to manage and implement member and volunteer services. An application is available at www.thefriendship.org or from The FriendShip, 2827 Wheat Street, Columbia, SC, 29205. A resume may be attached or included. Submit the application electronically to president@thefriendship.org or by mail.

Position Title: Services Coordinator

Salary Range: \$30,000 - \$33,000 annually

Work Time: Part time position; estimated 20 hours per week needed to complete job requirements.

Supervision: Reports directly to the President of the Board of Directors of The FriendShip.

Benefits: Paid leave as defined in the Employment Manual. No other benefits, specifically no health or retirement benefits.

Job Duties: Manage volunteers to assure goals and objectives of the Board of Directors are implemented and members' needs are met.

Manage volunteers to assure office is staffed appropriately on workdays.

Provide oversight for volunteers and interns regarding volunteer training, communications between volunteers and members, program development and computer software applications specific to The FriendShip.

Attend Board of Directors and committee meetings, when necessary, to advise board members on members' service needs, including recommending contractors to provide specific services.

Expectations:

- Prioritize job duties so that members and volunteers are served promptly.
- Ensure there is a prompt, polite response to all mail, e-mail and telephone calls.
- Compile data to ensure tracking and evaluation of member and volunteer services.

Qualifications:

Required:

- Masters in Social Work, or similar qualification
- Satisfactory background-check report
- Computer skills, use of electronic media, and ability to administer the software programs to meet the needs of The FriendShip

Preferred:

- Licensure
- Experience in working with older adults

The FriendShip is an equal opportunity non-profit corporation and does not discriminate on the basis of race, age, disability, sexual orientation or gender identity.