

Administrative Coordinator

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$23.75 to \$27.50 hourly
Employment status: Contract / Temporary

Description

Robert Half is working with an exciting non-profit company located in Redwood City to find a Volunteer Coordinator for an exciting event coming up. Our client is going to be donating 100,000 pairs of shoes to assist refugees in the Ukraine. AWESOME!! This is your chance to be apart of a great cause with a great organization. If interested, please see the details below and apply now if available.

Duties:

- Provide exceptional customer service in every interaction with volunteers
- Work Directly with volunteers to assist them in finding opportunities to volunteer for
- Coordinating with volunteers to ensure they are aware of where to go at time of event
- Updating event managers informing them who will be assisting at their event
- Scheduling the volunteers for the events
- Informing volunteers of the details of the events
- Dropping off materials to their Sunnyvale location (once a week or once every two weeks)

Requirements

Qualifications:

- Work experience within a Non-Profit
- Event Coordination / Volunteer Coordination
- Positive attitude with strong customer service skills
- Strong organizational skills
- Strong scheduling / calendar management skills

-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

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Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.

