



Volunteer Position Description

VOLUNTEER PROJECT SCOUT

ABOUT US

Pittsburgh Cares is a nonprofit organization located in Pittsburgh's Lawrenceville neighborhood, but our reach is region-wide. Our mission is to inspire, equip, and mobilize people to take action to affect positive change in our communities. We strengthen the impact of our regional nonprofit partners by effectively engaging individuals, families, youth, seniors, and companies in meaningful volunteer service. In a nutshell, we want to be the friends you come to when you want to do good in the neighborhood.

THE GIG

We are looking for a few people who can scout volunteer projects that we may not know about. If you're a fan of research and meeting new people, this is the volunteer job for you. This is a remote volunteer position (for now) that requires a flexible schedule, estimating anywhere from 1-4 hours per week.

PRIMARY DUTIES

- Contacting, primarily by email, nonprofit organizations to identify volunteer opportunities benefitting their organizations
- Obtaining all information needed for volunteers to participate at each project (virtual, in-person, etc.)
- Prepping project information so it can be posted onto the pittsburghcares.org volunteer calendar/website

PREFERRED QUALIFICATIONS

We are hopeful that we will find individuals with knowledge of volunteer projects, how they work, and the Pittsburgh nonprofit community.

Additionally, it would be preferred that individuals applying also possess:

- Experience in Google Suite and familiarity or willingness to learn database software (Salesforce)
- Comfortable working or willingness to learn Zoom / digital meeting software
- Excellent written, verbal, and presentation skills
- Desire for detail
- Energetic and outgoing personality with a sense of humor and ability to be flexible
- Some daytime availability, as most nonprofits are available from 9A-5P.

PERKS

- Work with an awesome team of community-loving people
- Build a network of nonprofit organizations
- Potential to practice or improve verbal and digital communication skills

HOW TO APPLY

Please apply using the application form here: <https://forms.gle/oQAGLRsBmzDZRJL9>