



## We're Hiring!

**Position Available:** Corporate Social Responsibility (CSR) Specialist.

**Position Type:** This is a one-year (with possible extensions), full-time position with benefits. This position is based in the Bay Area, but will need to interface with teams on the East Coast on a regular basis and will require availability during East Coast work hours. This position will primarily work from home, with occasional work out of various offices in the Bay Area.

**Position Purpose:** Reporting to a team member on the Corporate Relations Team, the CSR Specialist will be responsible for working directly with one of our major corporate partners to provide support of our partner's Corporate Social Responsibility (CSR) goals. Concurrently this role will have significant goals for HandsOn's volunteer and leadership programs.

### Position Responsibilities

- Liaise with program partners and staff to enhance pro bono volunteering portfolio strategy.
- Provide end-to-end program implementation support through all phases of the program, including program promotion, development of materials and assets, execution, reporting, etc.
- Manage program recruitment process, selection process and team placement.
- Support internal program communications with executives and employees globally.
- Lead efforts to promote the impact of global pro bono programs externally, including through social media.
- Provide project management support and insights into ongoing projects focused on improved storytelling and impact measurement around partner's signature program.
- Curate strategy and lead the implementation of program alumni engagement process
- Manage operations, knowledge management and identify process improvements across programs and portfolios to enhance quality of program delivery.
- Ongoing process documentation and updates including templates, project and data management platforms
- Support the reporting, monitoring and evaluation strategy for programs and portfolio, including data management.

### Responsibilities of all HandsOn Bay Area Staff

- Embrace HandsOn Bay Area's core values and mission.
- Be ambassadors for HandsOn Bay Area in the community.
- Support the fundraising efforts of the organization.
- Act as leaders on HandsOn Bay Area corporate service projects as necessary.

#### *Volunteer Project Development*

- Coordinate and/or conduct site visits with nonprofit agencies to scope out which activities the volunteers will complete either virtually or in person (examples: career readiness assistance or gardening).
- Research, organize, and prepare plans to make the volunteer project a success.
- Communicate professionally with corporate clients about the details of the events.

#### *Day of Volunteer Project Management*

- Ensure that the project experience is productive, safe, and fun for the volunteers.
- Welcome, direct, and instruct/manage large groups of volunteers.
- Communicate clearly with volunteers to articulate goals of the project.
- Troubleshoot any problems that might arise.

- Coordinate project wrap-up/clean-up as the project is ending.
  - Ensure that the project goals are met.
- Occasionally work in our warehouse to organize and package supplies for volunteer projects and assist with supply delivery/retrieval.

### Requirements

- Ability to build strong working relationships with colleagues and partner organizations.
- Good virtual presence and ability to effectively lead online meetings, conference calls, and virtual volunteer projects.
- Strong drive and initiative to take on challenges in a dynamic environment.
- Clear demonstration of empathy and compassion as guiding principles.
- Highly resourceful team-player, with the ability to also be effective independently.
- Experience working in or with nonprofit organizations & corporations.
- Experience in operating in a diverse environment and strong cross-cultural awareness.
- Exceptional oral and written communication skills with very strong customer service skills.
- Experience managing community and/or corporate volunteers for one-time service projects as well as for longer term commitments.
- Creativity and resourcefulness in developing and executing engagement plans, communication campaigns, and community events.
- Familiarity with Google Suite and Microsoft platforms.
- Comfortable speaking in front of and facilitating groups (from 10 to 100+), both virtually and in-person. Enthusiasm to take on leadership of large-scale projects (100+ volunteers), a plus.
- Able to provide positive supervision and mentoring for volunteers at a project.
- Detail oriented. Able to multi-task with flexibility to succeed in a fast-paced environment.

*For when we are able to return to in-person volunteer projects:*

- Valid CA driver's license (or willingness to obtain a license) for travel throughout the Bay Area.
- Experience with gardening, painting, or construction, a plus (we can provide training).
- Ability to drive vehicles like small U-hauls/large vans a plus. If you don't have this experience, we can train you.
- Ability to lift and carry event supplies and load them into our fleet.

### Traits

- A team player who can also work independently AND have fun!
- Interested in nonprofit work and believes in the value of community service.
- Organized, likes attention to detail, good time-management skills.
- Professional demeanor in person, in virtual meetings, and in email communications.
- Handy with basic project budgeting.

### Important Dates & Information

- Applications due: September 1, 2021
- Virtual Interviews: Ongoing through September 15, 2021
- Target Start Date: September 29, 2021

### Compensation

\$50,000-\$55,000 yearly, depending on experience. Includes a great benefits package: health/vision/dental insurance - premiums covered 100% for employees, 50% for spouse/registered domestic partner/children; 3 weeks of vacation; community service time off; sabbaticals; and 401k plan with up to 4% salary match.

HandsOn Bay Area is committed to continuing to make diversity, equity, and inclusion part of everything we do. Bring your true self. Uniqueness is powerful.

### How to Apply

Email a cover letter and resume (please convert all attachments to pdf) to [jobs@hoba.org](mailto:jobs@hoba.org) by September 1, 2021

1. Include the following email subject line: CSR Specialist [insert your last name here].

2. Address the following in your cover letter: Your interest in CSR and what makes a high-quality volunteer experience

## HandsOn Bay Area's Core Values and Mission

### Mission

People Helping People™

#### About Us

HandsOn Bay Area creates awesome volunteer projects to connect companies and people like you to schools, parks and nonprofits that need your help.

HandsOn Bay Area volunteering projects address critical community issues such as hunger and homelessness, the environment, youth development and more. Each year, we mobilize 27,000+ volunteers to help 250+ local schools, parks and nonprofits with over 69,000 hours of volunteer support.

[Check out one of our videos for an example of our work.](#)

### Core Values

HandsOn Bay Area works to make positive change in our community while modeling an organizational culture that allows all team members to succeed. We strive to uphold the following values in all that we do.

- **High-Quality Programming**

HandsOn Bay Area provides high-quality experiences that fuel further action. High quality is the lens for all of our partners - volunteers, agency partners and corporate partners. If we let someone down, we will work to make it up to them as quickly as possible.

- **Service Unites**

HandsOn Bay Area believes that the challenges and issues that we as humans face in the world can be met and improved through the powerful human connections created by service. We are guided by Dr. King's profound statement - "Everyone can be great because everyone can serve." Service is the path by which we can all take part in the healing of our world.

- **Corporate Social Responsibility**

HandsOn Bay Area believes that corporate partners can be positive contributors in the community. We seek to guide and direct the energy of our corporate partners to do good by creating high quality programming rooted in the real need of the community.