



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 will primarily work out of various offices in the Bay Area, as well as from home.

Position Purpose: Reporting to the Senior Corporate Account Manager, 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:

Supporting Volunteering Efforts across North America

- Work with volunteer leads and/or teams to source, plan and execute local, virtual, and skills based volunteer events in cities across North America (support being provided virtually in most cases).
- Help to lead/manage specific volunteer events as part of North American signature volunteering initiative in April, "Spring Into Service." Work within the Building Future Skills focus area including an Early College High School program and other Digital Skills partnerships. Help shape and build other volunteer campaigns.
- Event Management: Support the planning and execution of various volunteer events, including the promotion of employee engagement, volunteer project option sourcing, project organizing, skills-based project creation as necessary, project metrics tracking, as well as close work with the communications and marketing teams to amplify projects and showcase impact.
- Research and grow a network of nonprofit partners to facilitate corporate volunteer days.
- Support service-themed team builds, work to manage a menu of options and give guidance to the host team.

Volunteer Ambassador Community Building

- Support the expansion of the North America Volunteer Ambassador (VA) program, which is a group of highly-motivated employees who help lead and drive CSR-related events in offices across the region.
- Help recruit, train and retain new Volunteer Ambassadors.
- Assist with the coordination of regular Volunteer Ambassador calls, build content for said calls, build content for VA training purposes, and work with VAs (net new or existing) as necessary to help execute volunteer events.

Administrative & Communications Duties

- Tracking of data/metrics on a regular basis.
- Managing back-end systems and approving employee hours/match requests on Benevity.
- Working regularly within the volunteer management system, Benevity (enter new users, causes/entities, project details, pull reports, build visualizations based off of data, etc.).
- Managing the general team mailbox and answering emails on behalf of team members.
- Writing blogs, summaries of initiatives and events, internal communications.

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:

- Exceptional oral and written communication skills with very strong customer service skills.
- Experience working with corporations is preferred.
- Experience managing community and/or corporate volunteers for one-time service projects as well as for longer term commitments.
- Ability to build strong working relationships with colleagues and partner organizations.
- Creativity and resourcefulness in developing and executing engagement plans, communication campaigns, and community events.
- Familiarity with Google Suite and Microsoft platforms.
- Experience with graphics, storytelling, basic video editing and design is a plus but not necessary.
- Ability to organize and plan virtual and in-person volunteer projects.
- 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. Experience driving medium-sized (10-14') U-Hauls a big 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

- Virtual Interviews: Ongoing

- Target Start Date (flexible): June 1st

Important Information

- 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.

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.

How to Apply:

Email a cover letter and resume (please convert all attachments to pdf) to jobs@hoba.org.

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

People helping people™

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.](#)