



Position: Resource Specialist/Opportunity Center Volunteer

Job Description:

Aids the Opportunity Center Coordinator to support the efforts of ECHO while assisting neighbors with various ECHO initiatives and programs.

Reports to:

Opportunity Center Coordinator

Primary Job Function:

- Registers neighbors into database
- Initiates follow-up with neighbors via phone/email communication
- Conducts research for job resources on internet
- Create graphics for flyers

Qualifications:

- Outgoing and friendly and professional
- Background check required
- Intermediate skill in Microsoft Word, Powerpoint and Excel
- Excellent communication and phone skills
- Comfortable sitting with neighbors to ascertain their needs and to assist in referring them to the appropriate ECHO staff member for assistance.
- Bilingual a plus