

**Do you love working with people? Do you enjoy organizing events?  
Do you have the ability to pull together people and resources to  
make things happen?**

## **Join the team at Tri County Community Action as our Events & Volunteer Coordinator!**

We are looking for an experienced person to come on board and oversee all of our volunteer services and supports, and to assist with special events planning and execution.

You'll need a high degree of accountability, the ability to communicate effectively, a willingness to work with a diverse population, and a driving desire to make a difference.

### **Can you...**

**Develop and implement volunteer guidelines and procedures**

**Identify meaningful volunteer opportunities within TCCA**

**Recruit, screen, orient, train, and match volunteers to service opportunities**

**Conduct outreach to grow our volunteer network**

**Provide ongoing support to volunteers during their service**

**Track and report all volunteer time and activities**

**Ensure all volunteers are recognized for their service**

**Assist with the planning, coordination, and execution of special and fundraising events**

**Provide support for the agency's development & communication efforts**

### **Do you have...**

An outgoing personality and an ability to organize and set priorities for a variety of complex tasks. An Associate's degree and 2 years of experience &/or training, or any equivalent combination. Demonstrated volunteer coordination/management experience. A valid Pennsylvania driver's license, current insurance, and Act 33/34 and FBI clearances (upon offer of hire). And experience with event planning and social media.

## **Then we want to hear from you!**

**Send us your resume and cover letter to:**

**Tri County Community Action c/o Human Resources  
1514 Derry Street, Harrisburg, Pennsylvania 17104  
or via e-mail: [Careers@cactricounty.org](mailto:Careers@cactricounty.org)**

**This role offers a starting salary of \$36,400 plus a generous benefits package**

