

## **The Mission Continues In-office Volunteer Job Description**

### **VOLUNTEER POSITION:**

By joining our in-office team you will become an integral part of the most innovative service movement in the country and will have the opportunity to impact the way a nation welcomes home veterans.

### **AGENCY DESCRIPTION:**

The Mission Continues is a nonprofit organization headquartered in St. Louis, Missouri. The Mission Continues works to build an America where every returning veteran can serve again as a citizen leader, and where together we honor the fallen by living their values through service. The organization is accomplishing this mission through its Fellowship Program for wounded and disabled veterans, a Service Projects Program for veterans, active duty military and civilians and a Thought Leadership program to fundamentally change the way that our country welcomes home veterans.

### **VOLUNTEER RESPONSIBILITIES:**

Under the supervision of the Volunteer Coordinator, the volunteer will work with staff and other high-level volunteers to support and develop our programs. Specific tasks are given below.

- Seek out community and volunteer resources.
- Support high-level regional volunteers through communications and material dispersement.
- Maintain documentation and reporting systems for volunteer activities.
- Draft and edit outreach and toolkit materials.

### **SKILLS PREFERRED:**

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Professional demeanor
- Familiar with Microsoft Office
- Ability to carry out tasks independently

**SCHEDULE:** Flexible schedule.

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