



Pairings with a Purpose Support Volunteer

Work on meaningful projects that make our mission possible in an office environment.

IMPACT

Feeding San Diego (FSD) is the leading hunger relief organization in the county. Volunteers help with clerical duties that make it possible for our staff to meet the needs of 63,000 kids and families facing hunger each week.

The Pairings with a Purpose Support Volunteer will support the Development department by communicating with vendors and collecting data necessary to support Feeding San Diego's annual fundraising event, Pairings with a Purpose.

KEY RESPONSIBILITIES:

- Provide excellent customer service through communication with vendors
- Collect necessary paperwork for vendors to participate at Pairings with a Purpose
- Assist with data entry

KEY SKILLS AND ABILITIES:

- Ability to email
- Reliable, detail-oriented and organized
- Will need to sign a non-disclosure agreement
- Excellent communication skills
- Familiar with Excel and Google Drive

TIME COMMITMENT:

- Monday- Friday
 - 2 hours a week through March 15
 - 4 hours a week March 15 through April 13

TRAINING PROVIDED

Volunteer Orientation will provide volunteers with an understanding of Feeding San Diego as a whole before role specific training. Additional training provided will include:

- Data Entry Training
- Working and communicating with vendors

HOW TO APPLY

Please submit a Volunteer Application to the Volunteer Department at volunteersd@feedingsandiego.org or to Feeding San Diego c/o Volunteer Department at 9455 Waples Street, Suite 135, San Diego, CA 92121.

QUESTIONS? COMMENTS?

Contact the Volunteer Department by phone (858.452.3663 x100) or email (volunteersd@feedingsandiego.org). You can also visit feedingsandiego.org to learn more about making a difference in San Diego.