

Bridging AZ Furniture Bank

AmeriCorps Position Description

Networking Professional

Job Title: Networking Professional

Service Location: Bridging AZ 25 N. Extension Road, Mesa, AZ 85201

Department: Veterans Furniture Project

Supervisor: Executive Director

Schedule: 10-40 hours per week. Schedule to be agreed upon.

Service Commitment: choose between 320, 480, 700 or 950 service hours.

Service Term: Service hours to be completed before August 31, 2017

Department Summary: Veterans Furniture Project is a new program developed to engage veterans in a woodworking shop environment. The program is geared towards veterans who are unemployed OR disabled OR just wanting to learn new skills helping them transition back into the workforce OR create a business of their own.

Job Description: This position will be responsible for CRM (Customer Relations Management) as it pertains to networking events. They will assist in collecting data and communicating with potential supporters.

Essential duties/ Responsibilities:

- Positively represent Bridging AZ at networking events
- Identify fundraising opportunities and new partnerships
- Capture and enter data for follow up and newsletters
- Manage CRM system
- Identify and attend networking opportunities

Education/Experience/Qualifications:

- Highly ethical, trustworthy, dependable
- Positive attitude, team player, flexible
- Able to prioritize, support multiple projects, define problems, make decisions
- Effective communication skills: verbal, written, phone
- Self-motivated with basic computer skills, Salesforce or other CRM a plus
- Outgoing personality with ability to build and maintain relationships
- Member will be required to successfully pass a background check by Mesa United Way

Position Category	Hours	Stipend/Living Allowance	Education Award
Half time	950	\$7,025 = \$7.39 hr	\$2,907
Reduced ½ time	700	\$5,170 = \$7.38 hr	\$2,215
Quarter time	480	\$3,545 = \$7.38 hr	\$1,538
Minimum Time	320	\$2,652 = \$8.28 hr	\$1,230

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