

JOIN OUR TEAM!



**Passionate Community Organizer
Looking to Make a Difference**

Downtown Evening **SOUP KITCHEN**

**Development
Associate**

- Outgoing & Engaging
- Full-time with benefits
- Supporting Those *Most in Need*
- \$19⁵⁷-\$26⁸³ per hour

Downtown Evening Soup Kitchen (DESK) is looking for a friendly and outgoing community organizer to recruit, onboard, engage, and coordinate our 2,000+ volunteer corps. This is an in-person, full-time position. We especially want those who are compassionate & welcoming, with a commitment to our mission *and New Haven!*



See following pages for details on responsibilities, requirements, compensation, and how to apply, or visit deskct.org/dev-associate.



OPEN POSITION – May 6, 2024

DEVELOPMENT ASSOCIATE

Full-time; Sunday - Thursday. Open until filled. Start date: ASAP.

Downtown Evening Soup Kitchen (DESK) seeks a friendly, dedicated, and outgoing community organizer to recruit and oversee our most critical donors: our volunteers. Consisting of a range of individuals and groups from across Greater New Haven and beyond, DESK hosts nearly 2,000 volunteers annually. Appropriate applicants will be very social, highly organized, upbeat and energetic, extremely professional, and sensitive to the strains of homelessness and poverty; the successful candidate will also be versed in a variety of communication media (online, oral, written) and will be very approachable, completely at ease working among a cross-section of New Haven’s community. Preference given to local residents and those who are Spanish-proficient.

Mission & Background Information

DESK serves people experiencing homelessness or living in poverty by providing food assistance and services that promote health, community, and equity. We are located in Downtown New Haven, just off the Green, where we serve a nightly dinner, offer whole food items through a weekly food pantry, and serve unhoused individuals through New Haven’s only low-barrier Downtown Drop-in & Resource Center. As DESK continues to build a diverse and inclusive organization, we eagerly consider candidates with diverse work experiences and personal backgrounds. Candidates are encouraged to use the cover letter to highlight how their background will contribute to a more equitable workplace. For more information on our programs, history, and vision, visit us online at deskct.org.

Core Responsibilities

- **Community Organizing** – The Development Associate is, at heart, a community organizer, coordinating and scheduling the activities of DESK’s volunteers, including their onsite work and third-party support efforts.
- **Outreach & Recruitment** – The Development Associate conducts outreach and volunteer recruitment efforts.
- **Logistics Administration** – The Development Associate uses our web-based volunteer management system to schedule volunteer activities, coordinate volunteers, register volunteers, track their hours, and communicate.
- **Onboarding** – The Development Associate orients volunteers ahead of their first shift and works with program staff to develop onboarding materials and engagement.
- **Onsite Coordination** – Although most onsite coordination is carried out by Program staff, the Development Associate ensures that volunteers are effectively managed, treated courteously and appropriately, are working in a safe and healthy environment, and receive the proper level of supervision.
- **Appreciation** – The Development Associate works with the Development Director and other staff to carry out volunteer and donor appreciation activities and events.
- **Client Competency** – The Development Associate works with Program staff to engender a greater sense of empathy and understanding toward the issues faced by those DESK serves.

Must-haves	Nice-to-haves
<ul style="list-style-type: none"> ● 1+ year working with volunteers ● <i>Very friendly & courteous</i> ● <i>Works well under stress</i> ● Good communication skills (oral, written, social media) ● Team player ● Independent troubleshooting skills; active listener ● Enthusiasm for mission 	<ul style="list-style-type: none"> ● 1+ year supervisory experience ● Experience providing basic needs, or working with people experiencing homelessness, mental health, or substance use ● <i>Excellent</i> communication skills ● Basic graphic design (flyers, posters, web content) ● Spanish proficiency ● New Haven proficiency

Compensation

Starting hourly rate will be \$19.57 - \$26.83, based on experience, background, and start-date. Health insurance, life insurance, and generous PTO.

How to Apply

Candidates should email a cover letter and résumé to hr@deskct.org with “Development Associate” in the subject line.

DESK is an equal opportunity employer who affirms and values greatly the role of diversity in the workplace and strongly encourages applications from people of all backgrounds and lifestyles.