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A 501(c)(3) Nonprofit Organization

Volunteer Position Description- Referral Coordinator

Tri-County TRIAD is excited for the 18th annual No Senior Without Christmas (NSWC) event coming up December 6, 2018. This beloved event would not be the success it is without the dedicated volunteers, law enforcement, and fire personnel working so hard to buy, pack and deliver 350 boxes of cheer to the needy, home-bound older adults in the Tri-County region of Ingham, Clinton, and Eaton counties. We are gearing up now to start planning this year's event and there are several opportunities to be involved. Join the NSWC Planning Committee to help make NSWC 2018 a success!

Position Title: Referral Coordinator

Position Description: Referral Coordinator will work closely with the Recipient List Coordinator, Law Enforcement Liaison, and NWC Planning Committee Co-Chairs to solicit referrals for the NSCW Recipient list. Responsibilities include creating a referral letter and form, develop a system to receive and verify referrals, and solicit local agencies and organizations for referrals.

Qualifications: Must be comfortable with public speaking, proficient in Word and Excel, and able to write in a professional manner.

Hours: 10-20 hours total.

Reports to: NSWC Planning Committee Co-Chairs

Start Date: September 1, 2018

End Date: November 15, 2018

To Apply: No need to send us your resume! Please just send us an email (or letter) telling us about you and why you are qualified for this position.