

Catholic Charities Diocese of Arlington
St. Martin de Porres Senior Center

Job Title: DONATION COORDINATOR

Benefits:

- Help acquire items for low-income seniors
- Improve sales, marketing, and administrative skills
- Network with community members and organizations

Responsibilities:

- Solicit in-kind donations from community
- Work with Fundraiser to solicit financial for senior center
- Keep and Organize donation records
- Organize donation pickups
- Pick up and sort donations

Qualifications:

- Must be friendly and outgoing
- Must have own vehicle
- Must be able to lift/carry up to 35lbs.
- Must be comfortable with cold-calling

Commitment:

- Minimum of one year, in order to build donor relationships

Hours of availability:

- Varies; may be able to set own schedule

Location:

Northern Virginia area
St. Martin de Porres Senior Center

Contact:

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visit our website at www.ccda.net