

COUNTY OF NORFOLK, MASSACHUSETTS  
614 High Street, Dedham, MA 02026

## **Employment Opportunity**

### **Recruitment Coordinator**

The County of Norfolk is seeking qualified applicants for the position of Recruitment Coordinator for the Norfolk County RSVP Volunteer program.

Principal responsibilities include recruitment and placement of volunteers age 55+ in community assignments throughout Norfolk County. Programs include reading and tutoring, veterans' services, meals on wheels, food pantries, hospitals, and health care, as well as other government and charitable programs and community groups.

Norfolk RSVP is sponsored by the Norfolk County Commissioners and is affiliated with the Federal Corporation for National and Community Service, one of the nation's largest volunteer agencies.

Duties include community outreach and office support functions, including communications, producing newsletters, press releases and publications, grant compliance and records maintenance.

Position reports to the RSVP Director or supervisory staff designated by the County Director or the County Commissioners.

Candidates should have a strong interest in recruiting and working with senior volunteers. Relevant training and experience in community outreach is a plus.

Position calls for excellent interpersonal skills, along with strong communication skills, both written and verbal. Familiarity with Microsoft office software (including Outlook E-mail, Word, Excel and Publisher), and Internet communications tools such as Constant Contact are essential. A bachelor's degree or equivalent education or experience in a relevant field is preferred. Applicant must have a valid driver's license and insured vehicle. Norfolk County residency is preferred.

Starting salary \$35,178 with competitive benefits. Position is based in Dedham.

Please send letter of interest and resume to Ann Brown, Personnel Manager, by email to [abrown@norfolkcounty.org](mailto:abrown@norfolkcounty.org), or by mail to Norfolk County Commissioners Office, P.O. Box 310, Dedham, MA 02027-0310 by **December 2, 2013**.