



Samaritans on Cape Cod and the Islands  
Seeks Assistant Director

Founded in 1977, the Samaritans on Cape Cod and the Islands is a non-denominational, nonprofit volunteer organization whose mission is to provide emotional support to those who are lonely, depressed, or suicidal. We are a 501(c)(3) that receives financial support through public, private and government grants, individual donations, and board-sponsored fundraising events.

This is a part-time salaried position that reports to the Executive Director. We are seeking an individual who can be a strong, dedicated, and flexible member of our organization. The qualified applicant will have good written communication, interpersonal, and public speaking skills. Experience with volunteer training and management preferred. Knowledge of social media marketing a plus!

Duties of the position include:

- Conducting initial interviews with potential volunteers;
- Updating training materials as needed;
- Co-facilitating volunteer training with Executive Director;
- Assisting Executive Director in creation and implementation of continuing education program for volunteers;
- Facilitating Crisis Line Volunteer Roundtables and volunteer social and recognition events;
- Other volunteer recruitment efforts as directed by Executive Director;
- Attending monthly support group facilitator meetings;
- Management of Samaritans *In Their Shoes* art installation project including

procuring venues for display, creating online and print advertisements about the program, preparing and submitting press releases about the program, assisting with setting up and taking down the display;

- Co-facilitating *Elder Suicide Prevention Training for Cape and Islands Communities* with Executive Director;
- Arranging for venues and refreshments for *Elder Suicide Prevention Training*;
- Assisting Executive Director in researching, developing and implementing an effective social media plan for providing outreach, education and support;
- Collaborating with social media consultants to develop program;
- Posting on various social media platforms such as Facebook and Twitter;
- Updating website as necessary;
- Researching and identifying possible fundraising opportunities and grant funding sources for submission to the Executive Director;
- Grant writing as directed by Executive Director;
- Assisting with Board-sponsored fundraising efforts;
- Promoting Samaritans and its programming within the Cape and Islands at community outreach and education events;
- Identifying and cultivating partnerships and collaborations with other community organizations;
- Performing other duties as assigned by Executive Director.

Please email your resume to [ccsamaritans@verizon.net](mailto:ccsamaritans@verizon.net). Use "Assistant Director" as the subject of your email.

Only electronic responses accepted.

Deadline for submitting resume is January 11, 2015.