



General Operations Volunteer

Organization:	Cornerstone Craftsman
Job Title:	General Operations
Location:	Remote
Reports to:	Derry Deringer
Est. Commitment	10 – 15 Hours per Month

Overview:

Cornerstone Craftsman is an Alexandria City-based organization providing at-risk youth (aged 12-17) with skilled trades and mentoring training. Our unique pre-apprenticeship program allows young men and women to build viable careers, earn a livable wage, and pursue economic self-sufficiency. By offering vocational career pathways, we are opening doors to alternative education routes with the skills and resources needed for success. Cornerstone Craftsman was formed in August 2023 and has applied for IRS 501(c)(3) status.

We seek a General Operations Volunteer to serve as an important member of our core operations team. You will work closely with the founder and Executive Director, Roberto Gomez, and volunteer, Derry Deringer.

Responsibilities:

- Administer scheduling, email correspondence, research, and other day-to-day tasks.
- Carry out ad-hoc projects as assigned in areas such as, data entry, writing, outreach, and administration.
- Maintain donor and contact records in the Givebutter.com fundraising database.
- Support board of director meetings and policy development activities.
- Write, update, and edit print and digital content.
- Carry out other projects and tasks as assigned.

Qualifications:

- Ability to handle sensitive matters with discretion.
- Must exhibit initiative, reliability, and the ability to work independently.
- Proficient in data entry with high accuracy
- Proficient in calendar management and scheduling
- Strong project management skills: attention to detail, adherence to deadlines, time management, and consistent follow-through



- Strong oral and written communication skills.
- Ability to multitask and prioritize tasks effectively
- Ability to transcribe documents accurately and efficiently
- Ability to effectively prioritize and manage multiple tasks.
- Proficiency in Microsoft Office (Word, Excel, and PowerPoint).

Benefits (20+ hours)

- Personal recognition on the Cornerstone Craftsman website, Instagram, and Facebook Group.
- Represent Cornerstone Craftsman at community events, meetings, and networking activities.
- Invitation to Cornerstone Craftsman social gatherings and outings.
- Cornerstone Craftsman apparel.

How to Apply

- Email your resume, the position of interest, two professional or volunteer references, and a few sentences about why you are interested in this volunteer position.
- Someone will contact you for a screening interview if there is a potential fit.
- Cornerstone Craftsman conducts background checks on all incoming volunteers and staff.
- Contact: info@cornerstonecraftsman.org.

