

**Position Title:** Procurement Specialist

**Supervisor:** Jennifer Kloesel, Volunteer Coordinator. Call at 360.682.6744 or email [jenniferk@victimsupportservices.org](mailto:jenniferk@victimsupportservices.org)

**How to Apply (Two options):** Contact Jennifer Kloesel for more information on the Procurement Specialist position and to receive a Victim Support Services application via email or visit our website at [www.victimsupportservices.org/volunteer-opportunities](http://www.victimsupportservices.org/volunteer-opportunities) to download the application.

**Applicant Type:** Adults, individuals, students (must be 18 years or older), those who have a knack for event planning, community events and fundraisers, and enjoy meeting new individuals in the community.

**Description:** The Procurement Specialist assists with implementation of procurement resources for the delivery of Victim Support Services events, programs, and services. Reflect the values of VSS and collaborate with leadership, staff, and external contacts to achieve the mission and vision through procurement goals of the organization. Get in contact with community organizations and businesses, either in person, by phone, or via email to procure gift cards, gift baskets, merchandise or other items/donations to use throughout the year at community and fundraising events. Fundraising events are designed to raise funds for and promote community awareness of Victim Support Services.

Essential Position Functions:

- Identify community businesses for potential donation opportunities
- Procure raffle and auction items
- Procure items in-person, via email, social media and cold-calling
- Maintain procurement list
- Provide procurement forms as needed
- Send out thank-you cards

**Location and Time Commitment:** Opportunities are flexible and can fit around your routine. Procurement Specialists mostly work out in the community, but may work from home or in the VSS Administration Office (Everett, WA). May participate in Fund Development Committee meetings in person or via conference call and volunteer the day of fundraising events.

**Minimum Requirements:** Successfully complete application and/or resume, criminal background check, able to maintain strict standards of confidentiality, must have access to computer, email, internet and cell phone. Strong interpersonal, written, and oral communication skills are required. Must have the ability to effectively prepare and present information and services on Victim Support Services to community organizations and businesses. Must present self in a professional manner. Creative thinker, relationships with community businesses is a plus, ability to work in a collaborative, fast-paced environment, ability to work independently, and highly self-motivated.

**Volunteer Benefits:** Volunteering brings a range of benefits, including new skills and experience to boost your qualifications, knowledge, expand your network, become a valued member of our team, have the opportunity to meet new people, references, letters of recommendations, and proof of hours available.

**Community Needs Met:** We fundraise to provide compassionate services to those hurt or harmed by crime in the communities we serve. Our volunteers make a huge difference to the work that we do and the experience of volunteering is also incredibly rewarding.

**Position Description Agreement (for use upon volunteer or intern placement):**

I have fully read and understand this position description, and I agree to adhere to the parameters of this voluntary role as stated above.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_