

**Position Title:** Procurement Specialist

**How to Apply (Two options):** Email [volunteer@victimsupportservices.org](mailto:volunteer@victimsupportservices.org) or visit our website at <https://victimsupportservices.org/volunteer/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 through procurement goals of the organization. Connect 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 businesses for potential donation opportunities for raffle, auction items, and more
- Procure items in-person, via email, social media and cold-calling
- Provide procurement forms as needed
- Send out thank-you cards

**Location and Time Commitment:** Procurement Specialists work remotely with occasional, limited in-person services with the discretion of Supervisor at Administration Office in Everett, WA and/or other designated location as agreed upon in the region assigned to. Time and hours each week are flexible depending upon the volunteer's needs and preferences

**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.