



**LANAKILA
PACIFIC**

Building Independence for Challenged Lives

MEMORANDUM

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TO: All Staff

FROM: Tupu Savaiigaea, Recruitment Specialist

DATE: 01/14/2010

SUBJECT: **Position Vacancy**

Applications are now being accepted for the position listed below:

***Volunteer and Community Relations Coordinator
(Regular/ Full-Time)***

Marketing and Development Division

Position Summary:

Responsible for the efficient operation of Lanakila Rehabilitation Center, Inc.'s volunteer program, which includes recruitment, retention, recognition, training and coordination of volunteers for various programs. Participate in other areas such as fundraising, community relation, special events and public relation.

Minimum Qualifications Required:

- Three (3) years of related experiences in event planning and administrative functions.
- One (1) year of work experience in volunteer management in a human service agency or related field.
- Must be willing to travel and have valid driver's license, automobile insurance and good driving record.
- Excellent written/verbal communication skills, planning and organizational skills, customer service and public speaking skills preferred.
- One (1) year of work experience community-based program dealing with elderly and/ or disabled preferred.
- Bachelor's degree from an accredited institution in Business Administration or related field highly preferred but not required.

Interested candidates may contact Human Resources for a detailed job description/application..