



TITLE: Volunteer Coordinator

Description: NATASHA House is a nonprofit 501 (c) 3, that provides housing and supportive services for homeless women with children that empowers and equips them to achieve and maintain self-sufficiency

SUMMARY: The Volunteer Coordinator is responsible for recruiting, scheduling, and coordinating volunteer staff to support NATASHA House programs and services.

TITLE: Administrative Assistants

Description: NATASHA House is a nonprofit 501 (c) 3, that provides housing and supportive services for homeless women with children that empowers and equips them to achieve and maintain self-sufficiency

Summary: Provides clerical/administrative support for the NATASHA House staff. Assist with the essential office work to maintain and fulfill NATASHA House's mission, goals, and objectives.

TITLE: Marketing Assistants

Description: NATASHA House is a nonprofit 501 (c) 3, that provides housing and supportive services for homeless women with children that empowers and equips them to achieve and maintain self-sufficiency

Summary: Assist staff in performing duties related to the publicity, awareness, and community support/appreciation. Generate press releases and publications for upcoming exhibits, events, fundraising, performances, and programs. Design and implement speaker's bureau.

TITLE: Professional Assistants

Description: NATASHA House is a nonprofit 501 (c) 3, that provides housing and supportive services for homeless women with children that empowers and equips them to achieve and maintain self-sufficiency

Summary: Provides clerical/administrative support for the NATASHA House. Assist staff in performing duties based on the needs of the NH Residents. Assist the Director, Case Manager, and Children's Coordinator with serving and meeting the needs of the NH residents, staff, and volunteers as outlined in NH Handbooks, HomeMakers Life Plans, and other mandated guidelines.

Contact: Karen Brown (757) 875-1350; natashahouse1@gmail if you are interested.