

MEET EACH NEED WITH DIGNITY



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www.mendpoverty.org

MEND Volunteer Positions

Assistant Accountant
Clerical Assistant Intern
Customer Service Asst.
Data Entry- Admin Dept
Data Entry- Clothing Dept
Database Clean Up
Dental Assistant
Dental Hygienists
Dentist

ELL Substitute Teacher
Food Rescue Driver
Gardener
Graphic Artist
Grant Writer
IT Help Desk
Media Hits Tracker
Mailing Coordinator
Optometrist

Pharmacist
Social Media Volunteer
Special Event Organizer-
Fundraising
Special Event. Assistant-
Clothing Dept.
Translator

Accounting

- 1) **Volunteer Assistant Accountant/Bookkeeper-** Invoicing, entering vendor invoices into Quickbooks and helping with miscellaneous accounting and clerical duties. Time commitment- one to two half-days per week.

For more information please email Controller, Scott Mikels at scott@mendpoverty.org or call (818) 686-7353.

Administrative Office

- 1) **Database Clean Up Volunteer-** Attentive to detail, willing to call donors to update incorrect contact information, able to do repetitive tasks in database. Time commitment- one to two half-days per week.
- 2) **Data Entry Volunteer-** Attentive to detail, willing to input check, credit card, and address information into database with accuracy. Time commitment- one to two half-days per week.

For more information please email Development Manager, Emily Jue at emily@mendpoverty.org or call (818) 686-7320.

- 3) **Clerical Assistant Intern-** Providing clerical support to Executive Assistant and CEO. Assisting in copying, sealing, scanning, and mailing of correspondence letters. Assists in creating posters, setting up and providing refreshments for meeting. Photo archiving and

preparing documents. Strong writing skills requested. Eliminating duplicates from media contact list. Time commitment- 8 hours per week.

For more information please email Executive Assistant, Erick Lopez at erick@mendpoverty.org or call (818) 686-7335.

Clothing Center

- 1) **Volunteer Customer Service Assistant**- assists clients during clothing distribution hours. Some knowledge of Spanish helpful. Time commitment: 10:30- 1:00 pm, two days per week.
- 2) **Data Entry Volunteer**- Attentive to detail, willing to input contact and donation information into clothing database with accuracy. Time commitment- one to two half-days per week.
- 3) **Special Events Assistant**-creative person needed to help organize special events such as bi-annual Baby Showers in April and September, Head to Toes in August, Prom Attire for Teens in April, and to propose new ideas. Time commitment- 4 hours per week during months when special events are held.

For more information please email Clothing Department Manager, Veronica Soto at veronica@mendpoverty.org or call (818) 686-7328.

Dental Clinic

- 1) **Volunteer Dentist**- Examine patients and diagnose necessary treatment. Educate patients on oral hygiene. Perform necessary dental procedures such as composite and amalgam restorations, extractions, endodontic treatment, prophylaxis, scaling and root planning when necessary. Time commitment- at least three hours per month.
- 2) **Volunteer Dental Hygienist**- Provides cleaning, deep cleaning, and scaling to patients. Time commitment- at least three hours per month.
- 3) **Volunteer Dental Assistant**- All types of dental assistance needed. Time commitment- hours and days vary. Some training provided.

For more information please email Dental Clinic Manager, Denise Benitez at denise@mendpoverty.org or call (818) 686-7337.

Education

- 1) **Volunteer ELL Substitute Teacher** – Substitute English Language Learner instructors needed with flexible and open schedule. Time commitment: two hours once a week.

For more information please email Education and Training Director, Lilia Soller at lilia@mendpoverty.org or call (818) 686-7331.

Foodbank

- 1) **Food Rescue Driver-** driving MEND truck to local grocery stores, picking up donations of food and returning to MEND foodbank. No professional driving experience required. Clean driving record and the ability to responsibly handle a company vehicle are a must. Time commitment: 4 hours per week in the morning.
- 2) **Volunteer Gardener-** Create a fruit and vegetable garden at MEND. Assist Foodbank staff with the planning, bed building, planting, tending, and harvesting. Everything grown will go to the needy of the Northeast San Fernando Valley. This collaborative process allows for creativity. Time requirement: four hours per week.
- 3) **Volunteer Translator-** Translate text and create signs, documents, recipes, etc. Volunteer will be primarily translating English into Spanish and occasionally vice versa. Can be conducted in person or remotely via email. Time requirement: six hours per month. Some work can be done from home.

For more information please email Assistant Foodbank Director, Luke Ippoliti at luke@mendpoverty.org or call (818) 686-7302.

Fundraising

- 1) **Volunteer Grant Writers-** grant proposal writing, researching potential funding sources, and/or making follow up calls to foundations and businesses that have received proposals. Work can be done from home. Time commitment- 2-5 hours per week
- 2) **Special Event Organizer Volunteer-** spearheads a fundraising event during the Spring or Fall with the direction of the President/CEO & Development Manager. Time commitment- 5 hours a week.

For more information please email Development Manager, Emily Jue at emily@mendpoverty.org or call (818) 686-7320.

Information Technology

- 1) **IT Help Desk**- trouble shoot and resolve computer problems pertaining to operating systems, computer applications, printers, hardware, and/or the network. Specific requirements: Proficiency with Microsoft Office Suite (Word, Excel, Outlook, Access, etc.), Windows Exchange 2003, Vista and XP Operating Systems. Network experience a plus. Time commitment: 4 hours per week.

For more information please email Executive Assistant, Erick Lopez at erick@mendpoverty.org or call (818) 686-7335.

Medical Clinic

- 1) **Volunteer Optometrist**- Provide eye exam and screening using state-of-the art equipment in MEND's Vision Clinic to uninsured low income patients. Time commitment- three hours per month.
- 2) **Volunteer Pharmacist**- Dispense medication and provide education related to medication use to MEND's uninsured low income Medical Clinic patients. Must adhere to CA State Board of Pharmacy policies and procedures. Time commitment- three hours per month during clinic hours of operation which include some evenings and Saturdays.

For more information please email Medical Clinic Manager, Victor Estrada at victor@mendpoverty.org or call (818) 686-7333.

Public Relations

- 1) **Graphic Artist**- to work on various MEND flyers, brochures, posters, stationary, and print materials. Time commitment: 3hours per month which can be done from home.
- 2) **Mailing Coordinator**- Organize and distribute mailing materials to volunteers. Manage groups of volunteers who fold, stuff, and seal mail. Verify that work has been done correctly by volunteers and prepare postage sheet. Time commitment:15-25 hours per month.
- 3) **Media Hits Tracker**- Track MEND media hits, print out and file media hits, and send thank you letters to the media. Updating media board with recent MEND articles. Time commitment- 3 hours per week.
- 4) **Social Media Volunteer**- Update and maintain MEND social media accounts (Facebook, Twitter, YouTube). Updates are related to announcements, events, news, and important MEND information. Time commitment- 1 to 2 hours per week and some portions can be done from home.

For more information please email Executive Assistant, Erick Lopez at erick@mendpoverty.org or call (818) 686-7335.