**Would You Like to Get Paid to Help Cure Cancer?**

The Leukemia & Lymphoma Society (LLS) is looking an exceptional team member who would like to join our non-profit team as a **Campaign Assistant**. This is a temporary position August 2017 through May 2018. Hourly pay is $16/hour for up to 40 hours/week. Location is in downtown San Francisco near the Montgomery BART/MUNI station.

Your role will include contacting and recruiting K-12 schools within the region to register them for the LLS Student Series school fundraising program, as well as relationship building and support for participating schools. You will work closely with the Campaign Manager to implement a half million dollar fundraising campaign with 500+ bay area schools. This is an excellent entry-level opportunity to build experience in nonprofit fundraising within a large national organization.

Successful campaign assistants will have sales and/or customer service experience, are excellent communicators, can listen well and handle objections. Chosen candidate will possess strong organizational skills and ability to meet goals, prioritize and track progress. Presentation skills and ability to build relationships is highly valued in this role. Strong time management and ability to work independently is essential.

**Job Responsibilities include:**

* Make outbound phone calls to prospective and existing contacts in order secure participation in the Student Series campaign.
* Accurately track calls, results and notes in Campaign Database.
* Meet weekly and monthly recruitment goals and school engagement c call and meeting goals.
* Conduct Phone Orientations to guide new volunteers in best practices and goal setting.
* Handle welcome packet mailings to registered schools.
* Assist in scheduling school visits for assemblies, 1 on 1 strategy meetings and school group presentations.
* Serve as point of contact for participating schools with questions and supply needs.
* Implement communications schedule for participating schools including calls and emails/
* Manage school thank you process including letters, incentive prizes and awards.
* Support Olive Garden Pasta For Pennies incentive program working with schools and restaurants to ensure successful partnership.
* Provide Online Fundraising Support in the form of classroom page setup, implementation of Flash 48 fundraising drive at selected schools.
* Provide Assemblies at K-5 schools.
* Provide student group meetings at Middle and High Schools
* Provide 1 on 1 strategy meetings with schools.
* Social Media outreach plan support: posting, tracking, responding.
* Maintain a working knowledge of the LLS mission and programs to promote the field and campaign fundraising initiatives.
* Perform other related duties as assigned.

**Education & Experience Requirements:**

* High School degree required, College Degree preferred.
* 1+ year sales and/or customer service experience.
* Nonprofit and/or volunteer experience appreciated.
* Multi-lingual appreciated, not required.

**Position Requirements:**

* Ability to professionally represent LLS and its mission
* Capacity to confidently speak with educators regarding key messages and values of the campaign
* Ability to present before audience of K-5 students with confidence, motivation and enthusiasm.
* Excellent communication skills and phone etiquette
* Outstanding interpersonal skills and team player
* Ability to collect and organize data effectively
* Ability to self-manage and prioritize time.
* Strong organizational skills
* Knowledge of MS Office Suite and databases

**Physical Demands & Work Environment:**

* Physical demands are minimal and typical of similar jobs in comparable organizations
* Work environment is representative and typical of similar jobs in comparable organizations
* Must have reliable transportation and willing to gravel within Chapter’s designated area.
* Must be willing to work assigned schedule to include early morning arrival at local schools.

Please apply online through our company website: https://careers-lls.icims.com/jobs/2865/fundraising-campaign-assistant---student-series/job