

Office Volunteer
Position available year-round
Date posted: September 22, 2010

The Center for Economic Progress (CEP) is a non-profit organization dedicated to helping working families move from financial uncertainty to financial security. With many programs serving clients directly, we invite volunteers to participate in the supporting services that make our programs possible. We are in search of office volunteers to support our programs to help low-income families get ahead.

Office volunteer role:

Office volunteers work with the Volunteer Services department to select from available projects that support our programs. If you have a special skill that would benefit CEP, please let us know! We will work to find a place for you to help.

With guidance and any necessary training, you will work out of our Chicago office, with telecommuting available for certain opportunities. Tasks are determined on an as-needed basis and may include:

- Staffing the reception desk in our Chicago office
- Community education
- Data entry
- Outreach
- Advocacy
- Fundraising
- Preparing mailings

Requirements:

The office volunteer role is very flexible! We will provide you with the training and tools that you need to complete projects confidently and successfully. In return, we ask that you:

- Follow through on projects to which you have committed
- Agree to follow CEP policies and procedures as outlined in our Volunteer Orientation Manual
- Complete the volunteer registration process and all required paperwork
- Communicate with your staff liaison about changes to your volunteer schedule

Qualifications:

All training is provided, and **no experience is necessary!** The following skills come in handy:

- Ability to work independently with limited guidance from supporting staff members
- Based on the project, additional skills may be necessary

Benefits:

Our volunteers are rewarded by seeing their hard work make a difference. You will have the opportunity to:

- Work directly with CEP staff on projects of your choosing
- Make volunteering work for you with flexible scheduling and telecommuting options
- Improve your skills while helping the community

How to sign up:

Volunteers are needed on an ongoing basis to support CEP programs and special projects. Register as an office volunteer at www.economicprogress.org to begin receiving our volunteer newsletter, where opportunities are posted on a monthly basis. This is a flexible position, and telecommuting may be available for certain projects. For more information, please contact the Volunteer Services department at (312) 630-0288 or volunteer@economicprogress.org.

About us:

The Center for Economic Progress is a nonprofit organization dedicated to helping hard-working, low-income families move from financial uncertainty to financial security.

We are local in service. Founded in 1990, CEP provides free tax and financial services to improve the bottom line of Illinois' families. Thanks to more than 1,000 volunteers, we operate one of the largest and most established free tax preparation programs in Chicago and Illinois.

We have served more than 200,000 families, returning \$300 million plus in refunds – more than any other organization of our kind. We also provide year-round financial counseling and tools that support and empower the residents of our communities.

We are national in voice. Leading a coalition of like-minded organizations from across the country, we find the solutions that work for working families. What we learn on the ground, we translate into best practices in the field and into workable policies at the federal and state levels.

The Center for Economic Progress is an Equal Opportunity Employer which values a culturally diverse workplace and welcomes persons with disabilities.