

# The Contributor

## **Volunteer Opportunity: Vendor Office Assistant**

**Location:** 154 Rep. John Lewis Way N (Downtown Presbyterian Church building)

**Hours/Shifts Available:** Monday through Friday, 10a-3p; Saturdays, 10a-12p (we will work with your schedule)

### **Volunteer Opportunity Summary:**

As a Vendor Office Assistant at The Contributor, you will play an important role in supporting our street newspaper vendors and ensuring the smooth operation of our vendor office. This volunteer position offers an opportunity to engage with our vendors, provide essential support services, and contribute to the empowerment of individuals experiencing homelessness or poverty.

### **Key Responsibilities:**

1. **Lead Sales:** Assist vendors in selling street newspapers by managing sales transactions and providing guidance on effective sales techniques.
2. **Engage Vendors:** Build rapport with vendors through warm conversation and attentive listening, fostering a supportive and inclusive environment.
3. **Distribute Gear:** Distribute survival gear and vendor merchandise to vendors as needed, ensuring they have access to essential items for their well-being.
4. **Connect Vendors:** Serve as a liaison between vendors and support teams within the organization, connecting vendors to resources and assistance when necessary.
5. **Maintain Office:** Help maintain the cleanliness and organization of the vendor office, ensuring a welcoming and efficient workspace for vendors and volunteers.
6. **Assist Supervisor:** Support the Supervisor in managing daily operations, including inventory management, record-keeping, and other administrative tasks.

### **Qualifications:**

- Compassionate and empathetic individuals who are passionate and/or curious about supporting people experiencing homelessness through amplifying their voices and creating work opportunities.
- Excellent interpersonal skills that lend to warm, welcoming, and collaborative interactions with vendors who are buying newspaper issues to then sell for their business.
- Interest in sharing stories and hearing the stories of vendors when shared.
- Reliable and punctual, with a commitment to fulfilling scheduled volunteer shifts.
- Ability to work collaboratively and individually with direction from the Manager of Vending Operations.

### **Benefits:**

- Opportunity to make a meaningful difference in the lives of street newspaper vendors in Nashville.
- Opportunity to grow through hearing the stories of vendors and creating common ground.
- Hands-on experience in nonprofit operations and direct client service.
- Training and support provided by experienced staff members.

### **How to Apply:**

If you are interested in becoming a Volunteer Vendor Office Assistant at The Contributor, email [info@thecontributor.org](mailto:info@thecontributor.org)