



CARING FOR ALL, INC

6000 Bass Lake Rd suite 106 Crystal, MN 55429
Tel: 763-537-0030/ 1-877-CFA-6150 Fax: 763-537-0040.
www.caringforallinc.org Email: caringforallinc@yahoo.com



Intern or Volunteer

Program Developer

Job duties:

A program developer duties are planning, organizing, directing, and integrating Caring For All programs and services; and performs related work as assigned.

Basic Requirement:

- Must have the ability to fundraise and connect with donors.
- Must have people skills and be willing to work with people from the immigrant communities.
- Must be proficient and have good understanding in Microsoft Office Products.
- Must know how to research and gather information on the internet.

Health Outreach

Job Duties:

A health outreach duties are planning, implementing and evaluating all Caring For All INC programs. A health outreach person will also serve as a liaison between other organizations and the community; and will perform related work as assigned.

Basic Requirements:

- Must have proficient understanding of health issues in the immigrant communities
- Must be willing to answer health related questions
- Must be willing to attend meetings and other community functions to speak

Fundraising Coordinator

Job Functions:

A fundraising coordinator is responsible for coordinating fund raising tasks related to Caring For All INC.

Basic Requirements:

- Must have excellent verbal communication, written communication, and sales ability.
- Candidates will be outbound calling, recruiting local business and community leaders, and participate in local fundraising event.

- Must have a friendly and professional speaking voice with strong phone etiquette skills, positive and energetic attitude.
- Computer skills and experience with Microsoft Office.

African Mission Coordinator

Job Functions:

The basic function of this position is to secure goods ship to Africa, fundraising, make contact with donors, and perform other related task as assigned.

Basic Requirement

- Must have excellent verbal communication, written communication, and sales ability.
- Computer Skills and experience with Microsoft Office.

Community and Youth Coordinator

Job Functions:

A community youth coordinator duties is coordinating all development of a youth run group in the community for youth in Caring For All Inc; and serve as advisor by advocating and empowering youth.

Basic Requirement:

- Must communicate issues of important to youth and the policies and practices that affect them.
- Should be able to plan and implement educational events and community service projects.
- Should help match youth with duties that coincide with their interest.

Promoting leadership development, learning opportunities, and life skills.