



Recruiting Matching Specialists for our Community Outreach Operations Team!

Since 1877, The Fresh Air Fund has unlocked the limitless potential of 1.8 million New York City children from low-income communities. Each year, thousands of children enjoy outdoor summer adventures through visits with volunteer host families along the East Coast and in Southern Canada, and at The Fund's five overnight camps in Fishkill, NY. Fresh Air children also participate in year-round leadership and educational programs.

The Fresh Air Fund is recruiting Matching Specialists to join our Community Outreach Operations Team! This seasonal opportunity starts in May and runs through July at a maximum of 35 hours per week which can include evenings and weekends.

RESPONSIBILITIES

Under the supervision of the Director of Community Outreach, Partnerships & Support Services and the Director of Support Services & Child Registration, Matching Specialists are responsible for matching NYC children with FAF host families for summer experiences. They:

- Search the host family database to determine the best invitation options for FAF applicants
- Work closely with NYC families to select their child's host family
- Facilitate conference call between NYC and host families that speak different languages, as needed
- Manage a high volume of phone calls
- Other tasks as assigned

QUALIFICATIONS

- Strong customer service orientation
- Outstanding interpersonal and communication skills
- Detail oriented
- Strong organizational skills
- Patient and friendly
- Strong computer skills
- Ability to work quickly and accurately
- Bilingual and fluency in languages other than English a plus (e.g. Spanish and Mandarin)

Employment Period: Through July 2019 **Hours**

per Week: up to 35 hours per week

Compensation: Prevailing minimum wage

Benefits: None

May be used for school credit in lieu of compensation

To Apply: Submit cover letter and resume to apply@freshair.org with **Matching Specialist** in the subject line. No calls please.

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.