

Catholic Charities  
Office of Volunteer Services  
*Essex County Volunteer Opportunities*

***Program:***

Essex Parish Access Center  
Newark, N.J.

***Time Commitment:***

Flexible

Monday – Friday, 9am – 4:30pm

***Opportunity:***

**Phone Screener:** Answer the referral line and screen clients for eligibility in available grants. Training provided

***Program:***

Immigration and Refugee Services  
Newark, N.J.

***Time Commitment:***

Flexible

Monday- Friday. 9:00 a.m. – 4:30 p.m.

***Opportunity:***

**Spanish Translator:** Translator will assist with translations of written materials from English to Spanish and vice versa. Training provided

***Department:***

Development Office  
Newark, N.J.

***Time Commitment:***

Flexible

Remote

***Opportunity:***

**Social Media Assistant:** Help execute social media strategy working across key social media channels including Instagram, Facebook and Twitter

***Program:***

Immigration & Refugee Services  
Newark, N.J.

***Time Commitment***

Flexible

Monday- Friday, 9:00 a.m. -5:00 p.m.

***Opportunity:***

**Office Assistant:** Perform variety of tasks including answering phones, filing, greeting clients  
Bi-lingual volunteer preferred