

# NOT-FOR-PROFIT EMPLOYMENT AND VOLUNTEERISM



## NOT-FOR-PROFIT EMPLOYMENT AND VOLUNTEERISM

H1168-51

Paul Arfin

10 sessions

\$299

Wednesday

March 24-May 26

7-9:30 p.m.

This course is directed to recent college graduates and mid to late career individuals seeking greater purpose and meaning in their lives through employment or volunteerism in nonprofit organizations. Participants will develop personal mission statements and self-assessments and will learn about the myths and realities of the not-for-profit sector's challenges and opportunities. Participants will learn how to transfer their private-sector employment skill sets into paid and volunteer full and part-time management, financial, administrative, technical, and advocacy positions. The course features many guest speakers and visits to nonprofit organizations.

### COURSE OBJECTIVES:

- Assess current interests and skills and create personal mission statements
- Face challenges involved in switching sectors
- Develop projects that further personal goals
- Explain the history, mission, goals, governance, and culture of not-for-profit organizations
- Identify the myths and realities/advantages and disadvantages of working in a not-for-profit setting
- Enable participants to find employment and volunteer opportunities

### COURSE FEATURES:

- Visits to not-for-profit organizations
- Guest speakers
- Lectures and class discussions with not-for-profit leaders
- Video presentations
- Role-playing and group exercises
- Face-to face interviews with not-for-profit executives
- Resume writing for not-for-profits

### WHAT PARTICIPANTS ARE SAYING ABOUT THE COURSE....

“...opened up the world of nonprofits to me.”

“...transformed my future goals.”

“...guest speakers and instructors gave a real life experience to the course.”

“...was more than I expected-enlightening, resourceful, and enjoyable.”

Upon completion of the 25-hour, 10-week course, participants are awarded a Certificate of Completion from Hofstra University Continuing Education at a graduation reception. Participants also receive assistance in locating not-for-profit or government agencies that need and welcome their talents and skills. Most course graduates have already assumed volunteer positions at a variety of organizations, including Island Harvest, Retired Senior Volunteers of Suffolk, East End Arts Council, Long Island Volunteer Center, Life Center of Long Island, Splashes of Hope, Family Service League, Central Islip Civic Council, Retired Senior Volunteers of Suffolk and The Leukemia & Lymphoma Society.

### ABOUT THE INSTRUCTOR

Paul Arfin, M.S.W., has a more than 45-year career in the management of not-for-profit organizations. He holds a B.A. in business administration and an M.S.W. in social work from Adelphi University. He has completed post-graduate courses in not-for-profit management conducted by New York University and National Training Laboratories, and served as a consultant to numerous nonprofit organizations.

To register or for more information, call (516) 463-7800 or visit [ce.hofstra.edu/nonprofit](http://ce.hofstra.edu/nonprofit)