



Community Outreach and Volunteer Coordinator

SUMMARY

Provides community outreach, support, event planning, and the management of the volunteer program and fundraising efforts.

SPECIFIC RESPONSIBILITIES

Community Development

- Assist Director of Development in developing and implementing a comprehensive and innovative community outreach plan targeting private, civic, and corporate organizations, and parishes/churches.
- Research and assist in expanding outreach presence of Agency in Chittenden County.
- Coordinate and organize outreach projects.
- Produce a quarterly e-newsletter for volunteers and donors.
- Help organize and execute Agency fundraising events with other staff members.
- Develop information materials, presentations, and coordinate online outreach activities, including social media and website updates
- Maintain accurate and timely program statistical data to meet reporting requirements. Enter data and generates reports. Specifically, donation tracking.
- Draft communications for Director of Development 's signature and send out routine correspondence.
- Assist Director of Development with scheduling meetings, handling correspondence, and preparing reports, contracts, and grants.
- Coordinate local marketing efforts for Agency. Assists with other marketing efforts in conjunction with Director of Development.
- Network and build relationships with other community organizations.
- Use creativity and innovation in outreach development and delivery.

Volunteer Program

- Oversee volunteers & promote volunteer programs in the community and to service organizations.
- Recruit and cultivate volunteers.
- Screen, interview, and work with staff to ensure appropriate placement of volunteer.
- Screen and coordinate community service workers.
- Conduct orientation and training sessions for volunteers.
- Plan volunteer appreciation events and activities.

OTHER DUTIES AND RESPONSIBILITIES

- Handles information calls as needed.
- Support, promote and adhere to ANEW Place's vision, mission, values, and Code of Ethics.
- Maintain confidentiality of donor, client, and Agency information.
- Ensure that the website contains up-to-date information.
- Good steward of Agency human, financial and capital resources
- Participates effectively as a team member through communication, cooperation, information sharing and problem solving.
- Attends recurring meetings with leadership.
- Flexible with schedule, able to work evenings and weekends as needed.
- Participates in staff trainings and programs as required.
- Other tasks or duties as assigned.

- Regular and predictable attendance.

QUALIFICATIONS

- MUST love people!
- Experience in small and large event planning and execution.
- Successful track record in managing multiple priorities.
- Capacity to work under pressure with minimal supervision.
- Computer skills and use of basic software programs, including Microsoft Word, excel and databases to enter data, create and generate reports and create communications and presentations.
- Excellent written and verbal communication skills, ability to make presentations in front of groups
- Excellent interpersonal, written, and verbal communication skills.
- Organized, detailed and thorough in record-keeping and documentation requirements.
- Knowledge of appropriate techniques and practices for the client population.
- Ability to interact effectively as a team member and independently with Agency staff and with a diverse client base.

EDUCATION and/or EXPERIENCE

One to three years related experience preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License, proof of insurance and satisfactory Motor Vehicle Record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

COMPENSATION & BENEFITS

30-40hrs/week, hourly position, pay range \$20-22/hour
Health stipend And PTO benefits

Apply for this role at www.anewplacevt.org/employment