

## **Volunteer Program Development Consultant**

(Independent Contractor)

### **Position Summary**

PRASAD seeks a part-time Volunteer Program Development Consultant to help assess, design, and implement meaningful volunteer opportunities that support the organization's mission and programs in India, Mexico, and the United States.

This is a project-based independent contractor position ideal for an individual with experience in volunteer engagement, nonprofit management, community outreach, or program development. The consultant will work closely with the Executive Director and other program staff.

### **Key Responsibilities**

#### **Assessment and Planning**

- Evaluate current and potential volunteer opportunities across PRASAD programs and events.
- Identify organizational needs that could be supported by volunteers.
- Develop a Volunteer Engagement Plan
- Identify opportunities for in-person, remote volunteers.

#### **Program Development**

- Create volunteer position descriptions and project outlines.
- Develop volunteer recruitment, onboarding, and orientation materials.
- Recommend volunteer policies, procedures, and best practices.
- Establish systems for volunteer communication, tracking, and recognition.

#### **Recruitment and Pilot Implementation**

- Assist with volunteer outreach and recruitment efforts.
- Screen and match volunteers with appropriate opportunities.
- Recruit, place, and support volunteers for selected pilot opportunities

## **Reporting and Recommendations**

- Provide regular progress updates to management.

## **Qualifications**

- Experience in volunteer management, nonprofit administration, community engagement, human resources, or related fields.
- Strong organizational and project management skills.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively with staff and volunteers.
- Experience developing systems or organizational programs preferred.
- Proficiency with Microsoft Office and virtual meeting platforms.

## **Contract Terms**

- Independent Contractor position. Flexible schedule.
- Estimated 5–10 hours per week.
- Remote work.
- Initial six-month contract with the possibility of extension.

## **Compensation**

- \$50–\$75 per hour, depending on qualifications and experience.

## **Expected Deliverables**

During the initial contract period, the consultant will:

- Assess volunteer needs and opportunities.
- Develop a Volunteer Engagement Plan.
- Create volunteer role descriptions and recruitment materials.
- Establish volunteer onboarding and communication processes.
- Recruit, place, and support volunteers for selected pilot opportunities.

- Develop recommendations for expanding volunteer engagement
- Submit a final report with outcomes and future recommendations.

### **About PRASAD**

PRASAD is a nonprofit organization dedicated to improving the quality of life of individuals and communities through programs in healthcare, education, nutrition, sustainable development, and community empowerment in India, Mexico, and the United States.

**To apply, please email your resume to [prasad@prasad.org](mailto:prasad@prasad.org)**