

Arlington Charities, Inc.

Job Description

Job Title: Volunteer/Community Outreach Coordinator

Reports to: Director of Development

Position Summary: Responsible for planning, coordinating, and supporting Volunteer and outreach activities for the organization. Approximately 25.5 hours per week, M - Th, 8:00 am-1:30 pm, Friday 8:00 - 11:30am. Off hours supporting special events and community activities will also be required.

Responsibilities:

- Working closely with the Executive Director, Development Director, and Program Director develop and implement outreach plans to social, civic, faith based, and other community organizations to support Agency mission;
- Partnering with Operations Director, recruit and schedule daily volunteers;
- Communicate frequently with volunteers to ensure they are satisfied and well-placed
- Disseminate information for upcoming actions and events
- Keep detailed records of volunteers' information and assignments
- Working closely with Program Director, identify and develop outreach to underserved areas of the community;
- Collaborates with program staff to tailor programs/services to meet emerging needs;
- Attends public events promoting the mission of the Agency;
- Create and implement volunteer orientation for prospective volunteers;
- Create and distribute volunteer e-newsletter;
- Contributes to the development of newsletters and annual reports;
- Provides back-up as needed.
- Other duties as necessary or assigned.

Requirements:

- Bachelor's degree or equivalent experience;
- Experience working in social services or nonprofit agencies;
- Bilingual helpful;
- Strong interpersonal, communication and presentation skills; ability to communicate information clearly (both written and oral);
- Ability to build and maintain relationships and interact effectively with volunteers, clients, donors and Community;
- Proficiency in multiple computer and database systems including but not limited to MS Office Word, Excel, Power Point, Social Media; knowledge of fundraising software a plus;
- Creative approach to problem solving;
- Ability to be bonded;
- Ability to work as a team member, supporting events and initiatives.

Salary \$19/hour depending on qualifications and experience.

- Paid holidays, two weeks of paid vacation per year, and eight days of paid sick leave per year. 12 paid holidays (including winter "shut down" week between Christmas and New Years.
- Employer-paid life insurance.

- 90% employer-paid vision and dental insurance.
- **Please Note:** No health benefits are provided.

An equal opportunity employer. No person, in the United States shall, on the grounds of race, color, national origin, age, sex, disability, political beliefs or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.