Position: Volunteer Recruitment and Engagement Coordinator

Reports to: Director of Programming

Classification: Part-time; up to 20 hours/week. Monday thru Wednesday; Some Monday evenings are required. Lower hours during Christmas break and lower hours in the summer depending on workload and approval from the Executive Director. Option to work one day remote after one year of employment.

Pay Range: Starting at $22/hour starting based on experience

Job Description and Expectation:

This person's primary responsibility is recruiting, training and coordinating volunteers to serve the ministry of Hope Unexpected. The Volunteer Recruitment and Engagement Coordinator will be responsible for all aspects of managing volunteers including recruitment, training, check-ins, scheduling, recognition, and exit interviews at all locations. This person will organize and oversee the regular appreciation for volunteers as well as oversee all in-kind donations from volunteers, groups, businesses and churches. This person will attend all fundraising events and coordinate volunteers accordingly. This person will work alongside the Development Team and attend all meetings with the Development Team.

The ideal candidate will have a passion for ministry with young mothers and their children. This person will also love Jesus Christ and His Church.

Duties and Responsibilities

- Excellent verbal and written communication skills
- Ability to speak in trainings
- Competency in using office equipment
- Good working knowledge of spreadsheets, word processing, basic bookkeeping
- Willingness and aptitude to learn new computer programs
- Printing and preparing materials
- Data entry and maintaining electronic and paper records
- Strong organizational skills
- Required to attend annual banquet and all other fundraising events as needed. Dates will be given no less than 30 days in advance.
- Perform other duties as needed

Job Requirements

- An associate's degree or higher is a plus
- Experience with development and public speaking a plus
- Candidate is creative and able to problem solve independently
- Candidate must have personal transportation to use as needed for job tasks
- Maintaining strict confidentiality concerning all participants of Hope Unexpected
- Flexible schedule and availability to work Monday evenings for Monday Meets 3p-9p.
- Required to attend annual banquet and other fundraising events as needed

*Interested candidates may email their cover letter and resume to abbie@hopeunexpected.org
No phone calls please.