



Volunteer Coordinator-Part Time

Overview: Beyond Housing exists because home matters. We begin with actual houses and housing preservation, focusing on quality and stability to give people a place to start. But there is more to a home than the house ~ home is about the life that happens in and around the house, as well as the life that fuels and draws out the best of the people within it. That life, in turn, is shaped by the community, its influences, its structures, and the people and dynamics that define it.

Beyond Housing helps entire communities become better places to live. We engage where we're needed, focusing on building consensus among leaders, providing and preserving housing, fostering community structures that shape lives, and guiding systems that make people's lives better.

We lead with vision for what a community can be every community is different, but thriving communities tend to share the same basic set of positive traits regarding housing, safety, education, health, infrastructure, and access to basic human services.

We bring together leaders and resources, volunteers and citizens, and pursue a wide assortment of creative approaches to build stronger, healthier communities for life.

Finally, we are community builders, not kingdom builders. "It's their neighborhood, future, & dreams". Our objective is to help build, and contribute the good things we do for the sake of adding value to the lives of the people we're honored to serve.

Position: The Volunteer Coordinator is responsible for recruitment of volunteers, planning for projects, overseeing work on-site, and cultivating positive relationships with volunteers. The coordinator will be responsible for coordinating and executing multiple projects to help ensure department goals are achieved. This individual must possess a demonstrated ability to work and lead independently in a team environment with a highly collaborative and diverse environment with peers, senior management, and outside agencies. Hours may include some Saturday and evenings.

Responsibilities include

- Organize volunteer projects, liaise with volunteers and group leads, and oversee volunteers on site.
- Recruit volunteers from community members, local organizations, businesses, and schools.
- Cultivate current volunteers to encourage repeat volunteerism and additional forms of engagement, including becoming donors.
- Understand organizational needs and volunteer interests, and match volunteers to these needs.
- Manage communications and other activities necessary for successful projects.
- Work with Marketing to help enhance community visibility to advance Beyond Housing's mission.
- Maintain accurate records of upcoming and completed volunteer projects, as well as volunteer information, key group leads, hours completed, and projects.

Preferred Experience and Qualifications:

- Bachelor's Degree with 2 years' experience in volunteer coordination.
- Demonstrated management skills, including managing and prioritizing multiple events or projects.
- Ability to work independently, in a team environment, and in collaboration internally and externally.
- Experience with Microsoft Office applications, including Excel, Publisher and Outlook.
- Excellent attention to details, the ability to be flexible and meet deadlines.
- Must have the ability to understand the breadth and scope of all projects.
- Highly organized, self-starter with good interpersonal, problem-solving and analytical skills.
- Proficient in oral and written communications skills.



Personal Qualities:

- **Collaborative** -- A dynamic personality who is collaboratively minded, can recognize and identify strengths, seek consensus around mutual goals, and build meaningful relationships.
- **Creative and Curious** -- A systems-thinker and builder, who is not afraid to be innovative in designing solutions and has skills in articulating these ideas and concepts.
- **Methodical** -- Strong analytical, systems, and problem-solving skills to evaluate performance, prepare reports, and recommend/implement solutions using independent judgment. Ability to move from concepts to action.
- **Reliable** -- Leadership skills that reflect and value a team approach, demonstrated integrity, effectiveness, efficiency, and the ability to deliver high quality service. Highly capable of handling multiple tasks, projects and timelines.
- **Trusted** -- Ability to work with residents, partners, and staff of diversified backgrounds with a positive, optimistic, solutions-oriented attitude. Shares a deep respect for the community, its stakeholders and the residents that we serve.
- **Driven** -- Passion for the work and an interest in continuous learning and improvement.

Supervisor:

Director of Corporate and Foundation Relations

Salary and Benefits:

Part-time, hourly position working approximately 24 hours per week.

Application Instructions:

Please send resume, cover letter, and salary requirements to HR@BeyondHousing.org by February 28, 2019. For more information on Beyond Housing, visit www.beyondhousing.org

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of all responsibilities, duties, and skills required. Beyond Housing is an Equal Opportunity Employer.

ADA – Beyond Housing is committed to furthering the purpose of the American with Disabilities Act (ADA). The company is always willing to consider reasonable accommodations, which may allow a disabled person to perform this or any other job. The **Summary of Physical Requirements** is a list of what we believe at this point to be necessary in order to perform the essential functions of the job.

Diversity & Inclusion Statement At Beyond Housing, we are committed to promoting **Diversity, Inclusion, and Equity** throughout our organization and culture. We strive to understand and appreciate the individuality of every employee and create a better place to work for all. We nurture a culture where everyone positively acknowledges equity through action and is aware, understanding, and appreciative of diversity.

Our vision is to go beyond simple tolerance and fully embrace the things that make each person unique. We recognize that our employees' differences support our ability to advance equity for the communities we serve. Further, we understand that equity is critical to the fulfillment of our mission to help entire communities become better places to live.