

Position: Volunteer Engagement Coordinator
Hiring Organization: United Way of Salt Lake
Salt Lake City, UT
Department: Marketing and Engagement
Reports to: Senior Director of Volunteer Engagement
Date Prepared: January 03, 2017

THE ORGANIZATION

United Way of Salt Lake (UWSL) has made a promise to our community—to change the odds so all children and their families have the same chance to succeed in school and life. We have adopted a unique approach to community problem-solving called collective impact which allows us to directly engage with communities. Our workplace is fast-paced, friendly, and adaptive. At UWSL we believe in celebrating success, learning from failure, and ambitious goals. Our wages are competitive; the benefits package is comprehensive; perks like flexible schedules and staff parties make every day unique.

POSITION OVERVIEW

The Volunteer Engagement Coordinator works to develop and manage the creation, coordination, and engagement of individuals and groups in one-time and ongoing volunteer projects. This includes managing several volunteer events; overseeing the recruitment and placement of volunteers in existing mentor/tutor programs or creating custom mentor/tutor programs for sponsor companies; coordinating the engagement of donor network members; collecting volunteer stories and creating social media content promoting volunteer engagement; and performing other duties as assigned.

KEY RESPONSIBILITIES

1. Plan and execute Year of Action volunteer opportunities for Dr. Seuss Day (March), Day of Caring (September), and Season of Service/Startup Santa (December)
2. Manage the tracking of volunteers within the Mentor 2.0 program
3. Manage the recruitment and placement of volunteers in community school and center mentor/tutor programs
4. Create and implement custom mentor/tutor programs for Year of Action sponsor companies
5. Engage volunteers within donor network volunteer programs
6. Collect volunteer stories and create social media content to show the impact of volunteers and engage new audiences
7. Oversee the connection and engagement of corporate volunteer groups
8. Ensure effective data tracking of individuals and groups
9. Performs other related duties as assigned

POSITION REQUIREMENTS

- Demonstrated experience in utilizing volunteer management best practices
- Demonstrated experience in project management
- Proven organizational skills with the ability to problem solve
- Ability to identify barriers and develop strategies to overcome them
- Ability to think creatively, take risks, and champion new ideas
- Ability to interact with community members from diverse backgrounds
- Strong interpersonal skills and emotional intelligence
- Clear, concise, and professional written and verbal communication skills
- Ability to work occasional weekends, evenings, and/or early morning work hours
- Reliable transportation

MINIMUM REQUIREMENTS

- Bachelor's degree in marketing, communications, or a related field
- 2-3 years of volunteer or event management experience
- Intermediate skills in Microsoft programs, Smartsheet, Salesforce, Asana, and Google Drive

PHYSICAL REQUIREMENTS

- Must have the ability to lift, carry, push and/or pull objects weighing up to 50 lbs
- Must be able to be on your feet, standing/walking, for up to 6-8 hours, inside and outside an office environment, approximately 40% of the time
- Must be able to remain in a stationary position, approximately 60% of the time

SALARY INFORMATION & FLSA STATUS

This is an exempt position; salary commensurate with experience.

TO APPLY

Send completed applications to jobs@uw.org. Complete applications include a cover letter, resume, and employment application. Employment applications and the complete job description can be found at <http://www.uw.org/about-us/careers.html>

NOTE: The statements in this position description are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of the person employed. Also, the statements do not establish a contract for employment and are subject to change at the discretion of the employer.