



Employment Opportunity Volunteer Engagement Coordinator

GoochlandCares is seeking a Volunteer Engagement Coordinator to support volunteer engagement throughout the organization. Volunteer engagement includes volunteer recruitment and community outreach; volunteer onboarding, training, and scheduling; volunteer retention and appreciation; event planning; and administrative support.

Full-time position (40 hours) includes health insurance benefit, short-term disability, PTO, holidays, retirement, and Employee Assistance Program (EAP).

Pay range: \$23-27/hour

Essential Job Functions

- Engage volunteers to enhance and extend programs to deliver our mission
- Provide meaningful and rewarding experiences for individual and group volunteers
- Communicate volunteer opportunities and impact via social media, newsletters, print materials, website, and other tools
- Plan and staff special events
- Provide administrative support
- Enter and retrieve information via a variety of databases

Requirements

- Commitment to GoochlandCares' mission
- BA/BS in human resources, non-profit administration, business administration, or a related field of study
- 5 years' experience in volunteer management
- CVA or volunteer management certification
- Experience planning and running events
- Ability to work occasional evening and weekend hours
- Fully vaccinated against Covid-19

Other Skills/Abilities

- Fluency in English and Spanish is a plus
- Skills to operate basic office equipment
- Attention to detail
- Ability to lift up to 25 lbs.

GoochlandCares is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, ethnicity, gender, disability, political or religious beliefs.

This job announcement is not the full job description.

How to apply: Send cover letter and resume to dreale@GoochlandCares.org.

Our mission is to provide basic human services and health care to our Goochland neighbors in need. We are committed to building a healthy, diverse, and inclusive culture where all are treated equitably and are empowered whether receiving or delivering services.