

The Green Chair Project is Hiring

Job Title/Position: Volunteer and Community Coordinator

FLSA Classification: Non-Exempt

Reports to: Chief Advancement Officer

Salary: \$40K - \$50K

Summary/Objective: The Volunteer and Community Coordinator will support The Green Chair Project's mission to lead a community effort providing furnishings to families in need. This role will work directly with community members who volunteer with the organization. This role serves as the primary liaison between volunteers (individual, corporate, and community groups) and TGCP leadership and staff. The Volunteer and Community Coordinator will also work with data in a variety of capacities and will work both directly and collaboratively with Development, Programs and Logistics. They will also assist the Development Team with Corporate engagements and work with external stakeholders. This position will support The Green Chair Project in other critical efforts as needed.

Responsibilities/Essential Functions:

- Recruits, interviews, schedules, trains, and supervises individual and group volunteers, while providing clear standards and expectations.
- Communicates with all departments of the organization to identify available opportunities and needs for volunteers.
- Gathers information about volunteer's skills, availability, and goals; matches volunteers with appropriate opportunities based on this data.
- Builds regular communication with volunteers to ensure placement is a good fit for skills and goals.
- Ensure all volunteers register in our system, sign in and sign out, and sign the waiver.
- Administer and utilize Galaxy (volunteer management software program) to communicate with, track and manage volunteer's records and applications.
- Build relationships with new community and corporate partners and maintain current relationships by regularly contacting partners.
- Attend community events on behalf of TGCP as needed.
- Recruit and manage donation drives.
- Plan and implement volunteer appreciation week and other volunteer recognition.
- Perform other related duties as required.

Skills and Capabilities:

- Bachelor's degree in related field (Communication, Marketing, Business etc.) or comparable experience in records management, data analysis and information.
- 1 – 3 years successful work experience in Volunteer Management or nonprofit development.
- Be committed to the organization's mission, vision and principles.

- Excellent organizational skills with ability to prioritize work, multitask and be detail oriented.
- Ability to establish and maintain working relationships with internal team, nonprofit partners, agencies, community leaders, volunteers, and the general public.
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, analytical problem-solving orientation to all tasks.
- Significant understanding of Donor database and volunteer databases.
- Excellent computer skills with Microsoft Office products; significant experience with Microsoft Excel.
- This position relies on strong communication and writing skills.
- Ability to work in a small, non-profit work environment that is fast paced and ever changing.
- Strong team player and willing to help others across the organization.
- Knowledge and experience in diversity, equity, inclusion and belonging practices.
- Self-motivated.
- Volunteer experience in other organizations.
- Previous administrative work experience.
- Gift processing experience.
- CRM knowledge/usage.

Physical demands:

- Ability to lift up to 20 pounds.
- Being present and available to assist when called upon on-including bending, twisting, lifting with frequency.
- Ability to maintain high level of physical activity on your feet (32,000 sf building).

Travel required:

- In-town travel
- Travel to training/professional opportunities, as needed
- Occasional after hours and weekend work.

EEO statement: We are an equal employment opportunity employer and do not discriminate against any person because of race, color, creed, religion, national origin, political affiliation, sex, gender identity or expression, sexual orientation, age, disability, genetic information, or other reasons prohibited by law (referred to as "protected status"). This nondiscrimination and opportunity policy extends to employment, use of all company facilities, membership, board service and leadership, volunteerism, participation in any of the organizations programs or services and all employment actions such as promotions, compensation, benefits, and termination of employment.

NOTE: The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required in order to perform the work. Duties, responsibilities and activities may change at any time with or without notice.

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