



JOB POSTING

JOB TITLE: Special Events & Volunteer Coordinator 01.2024
REPORTS TO: Director of Advancement
STATUS: Full Time; Non-Exempt
PAY RATE: \$24-\$26/hour, DOE

PRIMARY FUNCTIONS:

- Under the supervision of the Director of Advancement, coordinates and executes all agency signature events, including the annual Flag Day campaign, Golf Tournament, Pound the Ground, and Stars and Stripes Celebration.
- Proposes and implements special events fundraising plans and programs, including methods, organization, timelines, recordkeeping, database tracking, budgets, policies, research, recognition and acknowledgements.
- Works closely with the Fundraising Specialist to develop a plan for sponsorships and marketing of special events.
- Assess agency's needs and ensures that the activities of the volunteer workers meet the needs of the organization.
- Ensure volunteer staffing for agency events and outreach as appropriate.
- Responsible for planning, organizing and directing the agency's volunteer program.
- Recruit, onboard, schedule and motivate volunteer team members.
- Develop, manage, maintain and publish volunteer records, policies and procedures, and standards.
- Work with local organizations to develop partnerships to utilize volunteer efforts.
- Develop and facilitate a volunteer recognition program, to include annual volunteer recognition event.
- Ability to positively and professionally represent VOC in a variety of venues.
- Support the mission of VOC both inside and outside of the organization.

MINIMUM QUALIFICATIONS:

- 2-3 years experience running special events and working with volunteers.
- Ability to manage multiple assignments and to coordinate large projects; comfortable working under pressure and meeting tight deadlines.
- Proficient computer skills with Microsoft Office applications (Excel, Word, Access, Power Point). Experience with Constant Contact and/or Donor Perfect a plus.
- Knowledge of military culture and sensitive to the effects of military service on veterans and families.
- Excellent verbal and written communication skills with ability to develop and deliver presentations.
- Excellent interpersonal skills with ability to assess volunteer strengths and interests, and assign tasks appropriately.
- Ability to handle confidential materials with discretion.
- Candidate must be flexible and able to work with changing timelines.
- Must be accountable, independent, take initiative, and have sound decision making capabilities.
- Available for evening and weekend agency activities/special events.
- Strong ethical character with ability to abide by VOC values of Respect, Integrity, Service and Excellence.

***Veterans Outreach Center, Inc. is an equal opportunity employer.
Veterans of the U.S. Armed Forces are encouraged to apply.***