

The Brookwood Community Volunteer and Community Outreach Coordinator

Department: Advancement

Reports to: Chief Advancement Officer

FLSA Status: Exempt

Schedule: Monday through Friday, 8:30 a.m. – 5:00 p.m.; requires some evening and weekend hours.

SUMMARY:

Responsible for the recruitment and training of individuals to create a vibrant volunteer base; engage and coordinate volunteer opportunities with corporate partners, community groups, churches and other organizations; assist Young Professionals group to increase and engage their members

KEY RESPONSIBILITIES

Volunteer Coordination

- Develop, promote and maintain a vibrant individual volunteer program by meeting with staff to assess the needs of volunteer assistance within the Citizen and retail programs; develop descriptions of volunteer service assignments; recruit, screen, train and develop relationships with volunteers; create emails and social media posts to promote volunteer opportunities; serve as primary contact for organizations such as NCL/YMSL chapters. Prepare materials to assist with volunteers in their jobs, support the work of the volunteers and provide assistance to resolve grievances and encourage cooperation; plan and execute volunteer appreciation and recognition opportunities. Track and report weekly volunteer hours and maintain a system of collecting contact information to ensure growth of volunteer and development data bases.

Corporate Volunteer Coordination

- Similar to individual volunteers, the volunteer coordinator will serve as primary contact for coordination of corporate volunteer opportunities. Coordinator will work with program managers to identify meaningful volunteer opportunities for corporate groups and serve as the on-site contact for these groups when they are on campus.

Community Outreach

- Promote and coordinate engagement with businesses, churches, organizations, and community groups to identify events for Brookwood to participate in and solicit sponsorships and in-kind support. Serve as the liaison to area chamber of commerce organizations. Serve as key liaison for corporate/third-party fundraising events benefitting Brookwood. Write and manage Grant applications for local organizations.

Young Professionals Group

- Serve as the liaison to the Brookwood Young Professionals Group to assist with planning and executing events to increase engagement, grow the membership and promote fundraising opportunities.

Other General duties

- Assist with planning, setup and volunteer management for all Brookwood events and activities.

Service Through Core Values:

The Volunteer and Community Outreach Coordinator will honor God by serving the Citizens of Brookwood and their families, the Advancement Team and Brookwood Community Team Members, Brookwood supporters and volunteers, and everyone associated with Brookwood in the spirit of the mission's Core Values: depending upon and sharing God's GRACE with all humility; looking for OPPORTUNITIES to benefit and enhance the lives of others; acknowledging the DIGNITY of each person and their unique

giftedness; showing RESPECT for all through actions of goodwill and generosity; practicing INTERDEPENDENCE to solidify the strength and success of the community; committing to CONTINUAL IMPROVEMENT to cultivate maximum input and outcomes; and engaging with everyone HONESTLY and with all due diligence.

Competencies:

- Well-connected in the Greater Houston/Katy Area
- Experience in volunteer management, corporate relations and project coordination.
- Ability to work well with volunteers, initiate and grow internal and external relationships, and develop mutually beneficial partnerships
- Comfortable with making solicitations for in-kind donations
- Possess strong communication skills, ability to persuade and inspire through communication
- Ability to effectively manage a wide array of tasks, projects and responsibilities
- Ability to work productively in an unstructured, high-energy work environment with a variety of staff and stakeholders
- Maintain composure during potentially stressful situations

Qualifications:

- Bachelor's degree preferred
- 3+ years' experience in volunteer management
- Proficient in basic computer skills, working knowledge of Microsoft Office products
- Ability to work some evenings and weekends
- Ability to lift 20+ pounds and walk, stand or sit for reasonable periods of time
- Reliable transportation

If interested, please send your resume to: Careers@Brookwoodcommunity.org