



Career Opportunity



Volunteer and Community Engagement Coordinator

The Volunteer and Community Engagement Coordinator will execute the volunteer services and community engagement efforts that support the children and families in DePelchin's care. This position will oversee the day-to-day operations of the volunteer program and the in-kind collection drives and distributions. The Volunteer and Community Engagement Coordinator will elevate DePelchin's presence in the community by representing DePelchin at events and speaking engagements in addition to supporting the Friends of DePelchin and other auxiliary groups, with a focus on consistent communication, engagement opportunities and fundraising.

Compensation:

- ◆ 50,000 plus credit for relevant years of experience.
- ◆ Robust benefit package, generous PTO, matching retirement

Job Requirements:

- ◆ High School diploma or GED required.
- ◆ Bachelors degree preferred.
- ◆ One (1) year experience in volunteer management, program development or special event planning preferred.
- ◆ Certified Volunteer Administrator (CVA) a plus.

Work Conditions:

- ◆ Environment – Office
- ◆ Range of Schedule – M – F, 8:00 am-5:00 pm, Occasional nights and weekends
- ◆ Travel – Occasional, Local

Knowledge, Skills and Abilities

- ◆ Knowledge of Fundraising practices.
- ◆ Persuasive, clear, and strong oral and written communication skills.
- ◆ Ability to stay organized while executing multiple projects.
- ◆ Ability to network effectively and cooperatively with diverse populations.
- ◆ Ability to perform effectively in public speaking and presenting to groups



Scan the QR code to apply



Our Benefits

DePelchin encourages wellness and promotes preventive care, by offering benefits and resources to help its employees lead healthy, balanced lives. Our benefit package includes:

- ◆ Medical, dental and vision plans for employee and eligible dependents
- ◆ 403 (b) retirement plan with match
- ◆ Generous Paid Time Off plan (PTO)
- ◆ Family Medical Leave (FML)
- ◆ Paid Life Insurance
- ◆ Tuition Reimbursement Program
- ◆ And much more!