

Job Title: Volunteer & Administrative Coordinator

Status: Part-Time (Approximately 24 hours per week; Monday–Thursday, 10:00 a.m. – 4:00 p.m., with occasional evening or weekend hours for events)

Position Summary

The Volunteer & Administrative Coordinator is responsible for supporting the effective engagement of volunteers and ensuring efficient day-to-day administrative operations. This role manages volunteer scheduling and coordination, assists with vendor and facility needs, and provides administrative support across the organization. In addition, the Coordinator plays an active role in supporting events, from planning and logistics to execution and follow-up, utilizing the organization's CRM, GiveButter, to manage event registration, volunteer participation, and donor engagement, including silent auction and raffle items.

Key Responsibilities

Volunteer Management

- Recruit, onboard (both students and adults), train, schedule, and recognize volunteers, both student and adult.
- Manage individual and group volunteer schedules through the Better Impact database.
- Provide ongoing support to ensure a positive and meaningful volunteer experience.
- Coordinate volunteer teams for organizational events.

Administrative & Operational Support

- Serve as the primary point of contact for visitors and callers, providing professional and welcoming assistance.
- Coordinate with vendors, including food distributors, retail distributors, IT providers, contractors, and equipment suppliers.
- Oversee office inventory and supply ordering.
- Assist with facility-related needs and help maintain a safe, healthy, and compliant work environment.

Event Support

- Assist with planning and implementation of events, including volunteer coordination, vendor management, and logistical support.
- Utilize GiveButter to manage event registration, ticketing, participant communication, and event-related data tracking.
- Oversee the collection, entry, and management of silent auction and raffle items within GiveButter for event purposes.
- Provide hands-on assistance before, during, and after events, including preparation and clean-up.
- Assist with post-event reporting and follow-up using GiveButter and other systems as needed.

Team Support

- Participate in staff meetings and contribute to organizational priorities.
- Collaborate with the Executive Director and colleagues to ensure smooth operations and alignment with the organization's mission.

Qualifications & Experience

- Strong interpersonal skills with sound judgment and professionalism.
- Proficiency with Google Workspace (Docs, Sheets, Drive) and Microsoft Office Suite.
- Familiarity with CRM platforms, preferably GiveButter, for event management.
- Familiarity with a volunteer scheduling and management platform, like Better Impact.
- Experience with silent auction or fundraising event management a plus.
- Excellent organizational and problem-solving skills with the ability to manage multiple priorities.
- Previous experience in volunteer management or event coordination preferred.
- Familiarity with phone systems and basic IT/security systems a plus.

Abilities & Attributes

- Flexible and adaptable to changing schedules and priorities.
- High degree of confidentiality and professionalism.
- Self-motivated with strong follow-through and reliability.
- Effective verbal and written communication skills.
- Positive, welcoming demeanor with a collaborative work ethic.
- Commitment to working in a mission-driven, team-oriented environment.