



COMMUNITY ENGAGEMENT COORDINATOR

Job Description

Purpose:

This position is responsible for furthering the agency mission through extensive involvement of volunteers, corporate groups, service clubs, and more. This includes conducting outreach, recruitment, onboarding, scheduling, and support of individual and group engagement with TCAA programs. We are seeking a candidate that is a polished, enthusiastic, and results-driven professional offering a minimum of 2 years successful experience in not-for-profit volunteer coordination and oversight. Under the direction of and in partnership with the Director of Philanthropy, this position is accountable to the following essential duties and responsibilities:

Areas of Responsibility

- Plan and execute activities that attract and retain individuals and groups in service to TCAA
- Conduct community outreach, presentations, tabling at local events, and orientation sessions
- Interview, select, and match individuals and groups with organizational needs
- Assist volunteers to complete the registration process (including background clearance requirements) and schedule their initial day of service
- Meet or exceed recruitment and sponsorship goals
- Maintain timely, accurate, and detailed files and records. Ensure all volunteer service hours are entered and tracked in the volunteer database. Produce or write reports on an as requested basis.
- Plan and conduct regular volunteer recognition and retention activities.
- Meet regularly with program managers to identify and fulfill volunteer needs across various programs
- Prepare and provide ongoing communications with volunteers in person and in electronic format to relay information, announce events and activities, recruit for special needs, etc.
- Assist with establishing reciprocal agreements with corporate partners, serve as a liaison to the partner organization(s), and ensure agreement terms are met.
- Arrange for and oversee volunteer support for special events
- Interface routinely with volunteers, groups, community members, and partnering organizations
- Assist program managers with troubleshooting, conflict resolution, and/or dismissal or reassignment of volunteers as necessary
- Perform other duties and responsibilities as required

Required Knowledge/Experience

- Minimum two years' experience in volunteer coordination
- Proficiency in volunteer database, Excel, Word, PowerPoint and various email software
- Outstanding facilitation, writing, and interpersonal communication skills
- Ability to multi-task and prioritize duties, take initiative and problem solve while meeting deadlines

- Skilled in maintaining composure and professional demeanor in difficult and stressful situations.
- Able to work a flexible schedule to attend events and pre-meetings including occasional evenings and weekends
- Confidence in making requests and speaking in front of small groups
- Personable and able to develop a positive rapport with individuals while maintaining a strong sense of professionalism.
- Collaborative attitude and able to work independently or as a team member

Required Educational Background

Related education or training beyond high school in the non-profit field, communications, marketing, or a related field. A Bachelor's degree is preferred.

License/Certifications

Possess Arizona driver's license and a vehicle to use in performance of job
Level One Fingerprint clearance card or the ability to obtain one

Status: Full-time/Non-Exempt, 40 hours/week.

Compensation: \$42,000 - \$50,000 Annually

Hours:

Monday through Friday, 8:00 AM – 5:00 PM, subject to periodic variation and changes.

Benefits: TCAA is provides a robust additional benefit package to complement compensation. This package includes paid holidays including a personal birthday and religious/cultural preference holiday, vacation and sick time accrual that increases with tenure, as well as medical, dental and vision insurance, life insurance, disability benefits, Health Savings Account, Employee Assistance Program, telemedicine, and retirement. TCAA pays 100% of the employee's premium for medical insurance.

To Apply: Submit letter of interest, availability, and current resume to
humanresources@tempeaction.org

TCAA is an Equal Opportunity Employer