



# the honeycomb project

VOLUNTEERING RUNS IN THE FAMILY

## PROGRAM COORDINATOR JOB DESCRIPTION

We are seeking a freelance **PROGRAM COORDINATOR** to join our enthusiastic team of do-gooders to plan Honeycomb's signature volunteer projects for families.

### **ABOUT US**

The Honeycomb Project is a leading nonprofit organization in Chicago with a focus on family volunteering. Like a honeycomb, we bring nonprofits, families and resources together to build stronger communities in Chicago. This year, thousands of volunteers will join Honeycomb to prepare meals at local shelters, build nature trails, clean city beaches, distribute food to Chicago's hungry, plant community gardens and more. Since our founding in 2011, nearly 10,000 youth and families have participated in Honeycomb programs.

### **JOB FUNCTIONS**

Event, Nonprofit & Volunteer Management

### **RESPONSIBILITIES**

- Develop Honeycomb's multi-generational volunteer projects from start to finish.
- Plan exceptional events - ensuring a satisfying experience for volunteer families and partner organizations alike.
- Manage all aspects of program planning and logistics including recruiting volunteers, arranging guest speakers, securing donations, day-of logistics.
- Manage project promotions including updates to the website, flickr, facebook.
- Manage event communications including invitations, parent tips, surveys, thank yous.
- Maintain program records and evaluate program progress as it relates to goals.
- Assist with volunteer recruitment, training and retention activities.

### **COMPETENCIES**

#### **Oral and Written Communications**

You communicate effectively at all levels both verbally and in writing; can succinctly communicate to achieve desired outcome.

#### **Organization**

You orchestrate multiple activities at once to accomplish a goal and use resources effectively and efficiently.



### **Team Oriented**

You enjoy working in a team environment and are full of energy for the things that you see as challenging.

### **Analytical**

You have a keen ability to simplify complex processes and analyze, understand and communicate program data effectively.

### **Committed**

You understand the mission, goals and values of The Honeycomb Project through all interactions.

### **REQUIREMENTS/DETAILS**

- 15-20 hrs/week (may include weekend/evening hours)
- Four-year college degree preferred
- Event management/program management or teaching experience required
- Experience working with children or families preferred
- Enjoy hands-on projects such as gardening, cooking and crafting
- Must have reliable transportation
- Background check required

To apply, please send your resume with brief introduction telling us more about you and why you want to work with Honeycomb. Include **“PROGRAM COORDINTOR”** in the subject line in your email to [jobs@thehoneycombproject.org](mailto:jobs@thehoneycombproject.org)

