

Volunteer and Outreach Coordinator: Parks for All

Volunteer and Outreach Coordinator Responsibilities Include:

- Sourcing and recruiting volunteers through various techniques
- Public outreach for campaign, especially within Latino community
- Collecting information on availabilities and skills
- Arranging for appropriate training when needed
- Latino community cultural awareness and engagement

Job Description:

We are looking for a competent Volunteer Coordinator to recruit and manage volunteers through the November 6, 2018 General Election. Successful candidate will be responsible for allocating responsibilities and retaining the best people as volunteers.

It takes a competent leader and go-getter to succeed in this role. The Volunteer Coordinator should know how to distinguish talent and do everything possible to motivate and inspire that talent. Successful candidate will possess excellent organizational skills and ability to communicate with people from diverse backgrounds and experience. A heavy emphasis will be placed on Spanish language outreach, and a successful candidate must be able to communicate fluently with this target population.

The goal is to ensure that Yes on Measure M: Parks for All is always staffed with the best and most reliable individuals, and that they are correctly utilized for the fulfillment of our mission. We are also placing a heavy emphasis on Latino community outreach and volunteer mobilization through this position.

Additional Responsibilities:

- Source and recruit volunteers through various techniques (databases, e-mail, social media, direct phone calls, tabling, events, meetings, community gatherings, clubs, neighborhood groups, etc.)
- Collect information on volunteers availabilities and skills
- Arrange for appropriate training when needed
- Schedule volunteers for specific shifts
- Incentivize volunteers to return and engage in volunteer activities repeatedly
- Track individual volunteer attendance or lack of attendance
- Inspire and motivate volunteers to commit to as many shifts as possible for the duration of the campaign
- Assign responsibilities to the appropriate volunteers for special events

- Coordinate teams of volunteers for large-scale actions like phone banking and precinct walking
- Communicate frequently with volunteers to ensure they are satisfied and well-placed
- Disseminate information for upcoming actions and events
- Keep detailed records of volunteers' information and assignments
- Ensure the purpose of the organization and its actions are clearly communicated
- Event attendance and tabling opportunities as directed by Campaign Manager
- Spanish language and Latino cultural fluency is required
- Nearly full time or full time hours required
- Reports to Campaign Manager, Campaign Consultants

Requirements:

- Proven experience in working with volunteers and/or campaigns
- Experience in volunteering locally and/or regionally
- Experience in recruiting through various channels
- Working knowledge of databases and MS Office (especially Excel and Word)
- Able to communicate effectively with diverse people
- Excellent organizational and team coordination abilities
- A pleasant, outgoing personality
- High school diploma/GED; and some post-secondary schooling is desired

Compensation and Benefits

- Independent Contractor sought. \$5,000 compensation as full payment for the job term. September 20th (or as soon as possible)- November 7th, 2018.
- Position to remain open until filled.