



## Feast of Justice–Volunteer Engagement Manager

We are looking for a Volunteer Engagement Manager to create and empower a strong workforce of dedicated and mission-focused volunteers. You will be recruiting, training, supporting, and celebrating the true backbone of our organization. To succeed in this role, you will need to be motivated, organized, outgoing, and perceptive as you help to ensure that skills, values, and needs are matched between person and organization.

About Us: Feast of Justice is a charitable, faith-based non-profit organization whose mission is addressing hunger, meeting needs, and inspiring hope as we work toward abundant justice in Northeast Philadelphia and beyond. We currently serve 1800 multicultural households in our community and have a large team of paid and unpaid staff.

Each week, volunteers contribute 300 hours of service to our community in direct service and indirect capacity building. Currently, we operate out of one location, but are soon opening a second site; the Volunteer Engagement Manager would oversee staffing at both locations.

General Description: The Volunteer Engagement Manager will organize and grow our programs by ensuring that all members of our team are integrated into the duties needed for regular operation of the organization. This position is primarily on-site, but also includes some remote work, as well as attending community and other meetings/events. Candidates must have excellent interpersonal communication skills and be an external person who is comfortable speaking with and engaging large groups. Multilingual skills and non-profit experience are preferable.

### Primary Job Duties & Responsibilities:

1. Maintains full staffing levels for all programs
2. Recruits and trains volunteers from community partners, local agencies, and the general population to be engaged in direct service and skills-based service
3. Creates strategic goals around volunteer recruitment, retention, and commitment to service
4. Creates or updates volunteer policies, procedures, and educational materials
5. Collaborates to maintain strategic communications with volunteers
6. Works as part of the leadership team to assist in identifying volunteer opportunities
7. Maintains volunteer scheduling and management software, and provides timely reports
8. Coaches, counsels, evaluates, and supports the whole volunteer community
9. Oversees ongoing work as a certified Service Enterprise with the Points of Light Foundation
10. Provides backup support for program operations, along with other members of the management team

### Qualifications:

- Relevant education or commensurate experience required
- Familiarity with volunteer recruitment and supervision
- A team player with the ability to also be self-directed
- Passion for diversity, and commitment to applying an equity lens to all we do
- Positive, enthusiastic attitude, with strong leadership qualities that communicate our vision and values
- Excellent verbal and written communication skills
- Excellent computer literacy, with knowledge of Google suite and the ability to navigate online platforms
- Strong organizational and time management skills
- Ability to maintain a positive, professional, and collaborative operational environment

### Compensation

This is a full time position with a salary range of \$36,000-\$42,000 and is available immediately. The position has flexible hours, focusing primarily on regular weekday work, but also occasional weekend and evening hours.

If interested, send a resume and cover letter to [hiring@feastofjustice.org](mailto:hiring@feastofjustice.org)