



Volunteer Coordinator

JOB SUMMARY

The Volunteer Coordinator is responsible for coordinating and engaging with One22 Resource Center's diverse and strong volunteer cohort in order to support programs, amplify the organization's voice and increase community awareness of our mission and work. One22's volunteer base primarily supports our food assistance program, with additional opportunities to contribute to special projects.

Hours: Full-time, 40 hours per week, in-person

Primary Duties & Responsibilities

Volunteer Recruitment, Engagement & Retention at the Jackson Cupboard (Food Assistance)

- Serve as the primary point of contact for volunteers and those interested in volunteering with the organization, including recruitment, onboarding, engagement, continued training and retention
- Provide guidance, training and orientation for volunteers regarding their specific role(s) and tasks, as well as the organization, ensuring that volunteers help to amplify One22's voice in the community
- Foster a positive and inclusive environment for volunteers, ensuring their contributions are recognized and valued
- Creatively steward and grow a diverse volunteer base
- Maintain accurate data for all volunteer engagements and hours served in CRM platform (Salesforce). Work closely with the Associate Director of Operations to improve upon Salesforce processes for volunteers

Support for Community Food Drives and Special Projects

- Oversee food drive interest/inquiries in coordination with One22's Development and Operations teams, where appropriate
- Manage volunteer opportunities, recruitment and training for special projects, including annual School Supply and Holiday Gift Drives

Other Duties

- Participate in all-staff trainings to strengthen accessibility of service programs and trauma-informed care
- Attend regular staff meetings and professional development opportunities
- Embrace a culture of philanthropy and work closely with the development team, recognizing the role volunteers have as donors to the organization

- Represent One22 in the community as requested, occasionally outside of business hours

Qualifications

Experience and Education

- 2-5 years of experience in non-profit work, including volunteer coordination, development, human resources and/or operations
- Associate's or Bachelor's degree in a related field
- Salesforce or other CRM/database system proficiency

Skills and Characteristics

- Strong leadership and organizational skills
- Excellent communication abilities
- Ability to work collaboratively and foster a positive team environment
- High attention to detail and ability to prioritize in a dynamic setting
- Proficiency with technology
- Bilingual in Spanish and English is preferable
- Ability to lift and move up to 50 pounds as needed
- Passion for One22's mission and vision

Supervision

The Volunteer Coordinator reports directly to the Director of Community Engagement.

Benefits

Health, vision and dental insurance, 401(k) with company match, PTO, professional development opportunities

To apply, please submit a resume and cover letter to Kiersten@one22jh.org.

About One22

One22 Resource Center is a community-based nonprofit organization dedicated to supporting individuals and families facing financial and cultural challenges in the Greater Teton area. We guide members of our community toward stability and growth through basic needs, emergency resources and financial empowerment. If community members need help with groceries, or just making ends meet: that's what we're here for.