

## Job Description

Posted <date>

Are you looking for the right opportunity to put your organizational and social skills to work for a cause you feel passionate about? Come join our outstanding team of individuals dedicated to helping those living in poverty in Stanislaus County, USA and Liberia, Africa. You'll be working for a well-established and respected nonprofit and be part of a close-knit team of other nonprofit professionals dedicated to helping those in need.

Relief, Inc. was established in 2003 as a "bringer of hope" for those struggling with the hardships of poverty. We provide emergency aid and education to children and individuals struggling to survive.

The Volunteer and Special Event Coordinator is responsible for the organization's consistent achievement of its mission through the manpower provided by volunteers and the successful coordination of all fundraising events for the organization.

Responsibilities include:

- Maintain and grow volunteer base and community contacts to provide the volunteer support that Relief, Inc. requires, while ensuring that the opportunities are meaningful to volunteers.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Communicate in a prompt and courteous way with volunteers and other departments.
- Effectively raise general operating funds for the organization through major fundraising events.
- Coordinate 2 major fundraising events and 1-3 minor fundraising events annually.
- Ensure there is a long-range strategy and an annual plan to grow and address the static and changing volunteer needs of the organization as well as the changing needs and interests of volunteers, and that consistent and timely progress is made to accomplish these goals and tasks.
- The Volunteer and Special Event Coordinator will work closely with other staff members and committees on meeting their volunteer needs and train staff on professional interactions with volunteers.
- Maintain a working knowledge of significant development and trends in the field.
- Manage the allocated budget for assigned program areas.

Job Requirements:

- A four-year degree from an accredited college (may be substituted for relevant experience).
- Demonstrated success in leading and directing volunteers.
- Three (3) years active work experience in non-profit work.
- Experience building and/or maintaining a volunteer database.
- Demonstrated success coordinating fundraising events, such as annual Gala, Barbeque Contest/Concert, etc.
- Strong organizational skills including attention to detail in managing event logistics and coordinating 100-200 volunteers per year.
  - Effective at speaking to individuals and groups.
  - Experience with developing and updating project plans to keep events and activities on track.
  - Ability to work effectively as part of a strong team.
  - Effective computer skills using Microsoft Office and volunteer management software.
  - Hours: Monday – Friday, 8:00 am – 4:30 pm with some work responsibilities and presentations outside normal work hours, including evenings and weekends.
  - This is a full-time position.

#### Application Instructions

- Email cover letter and resume to Mrs. Phebe Fortt at [pfortt@reliefinc.org](mailto:pfortt@reliefinc.org). We will contact qualified applicants to begin the interview process.
- Relief, Inc. is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, gender expression, sexual orientation, national origin, age, disability, veteran status or any other legally protected status.