

## Volunteer Coordinator Job Posting

Do you believe that strong relationships are the heart of philanthropy and volunteer engagement?

Are you a visionary ready to build relationships, engage volunteers, and strengthen our program model through volunteer time, skills, and resources?

Do you like building relationships with individuals, teams, and community partners?

Do you like to get to know people and tap into their existing strengths and skill sets?

Can you effectively engage individuals and groups through varied volunteer opportunities?

Are you able to think critically about the “big picture” while identifying program needs and individual strengths/skills?

Are you a skilled, honest, and open communicator?

Are you able to multitask while remembering the larger objective/goal?

Girls Inc. of Santa Fe is looking for a Volunteer Coordinator to achieve our Bold Goal of inspiring 1500 girls annually to be strong, smart, and bold. We have a vision for a world in which every girl values her whole self, discovers her inherent strengths, can push past obstacles, and achieve her goals. We strive for a world in which all girls can grow up strong, smart, and bold and become healthy, educated, and independent adults. We believe that strong mentoring relationships and volunteer engagement from trusted adults with diverse experiences along with community support are key pieces to achieving this dream.

If you share this vision, then this is the dream job you seek!

An ideal candidate will possess:

- Bachelor’s degree
- Minimum of 3-5 years of management experience directly coordinating and/or supervising individual volunteer engagement and programs;
- A belief and commitment in the mission of the Girls Incorporated of Santa Fe;
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team;
- Commitment to open communication, teamwork and collaboration, accountability and professionalism;

- Excellent leadership, planning and prioritization, communication, interpersonal, time management, and organizational skills;
- Proven track record in enhancing efficiencies and effectively building and maintaining a volunteer program;
- Ability to multitask and work in a fast-paced environment with tight deadlines while maintaining a positive and professional attitude;
- Ability to anticipate problems and use judgment appropriately to plan solutions and manage obstacles as they arise;
- Self-starter with the ability to work both independently and as a member of a team;
- Integrity and a sense of humor.

Email a Resume and a Cover Letter (to [hr@girlsincofsantafe.org](mailto:hr@girlsincofsantafe.org)) that describes your experience coordinating/managing volunteer engagement programs and why you think you'll be an asset to our organization. This application process will remain open until ideal candidate is found.

For more information about this position and our organization visit our website:

[www.girlsincofsantafe.org](http://www.girlsincofsantafe.org)

Pay Range: \$17-\$22 per hour, non exempt position with an excellent benefits package, including fully paid health/dental/vision insurance, paid vacation/sick time, and a 403(b) retirement plan.