



Program Coordinator

The Volunteer Center of Washington County is hiring!

We're a mission-driven organization that is all about empowering people for social good in Washington County. We're looking for someone extraordinary to aid our mission and further our cause.

The Program Coordinator is a part-time position (may include some evenings and weekends), possibly leading to a full-time position for a candidate with strong background experience and proven success.

Here's the type of personality we're looking for:

- Must be a self-starter (we're a small group that has a huge impact, anything but highly driven will not do well here).
- Must be very good with people...if you're energized by helping others then this is the position for you.
- Willing to serve. Our organization is all about serving local nonprofits and that mindset is a part of our DNA. If you believe that no job is beneath you, and you enjoy pitching in wherever you can, you're what we're looking for.
- A "do whatever it takes," make no excuses attitude...it's just kind of our thing.

Technically, here's what you'll already need to know and be able to do in order to be successful at this position:

- Help develop, implement and improve meaningful programs for a wide variety of audiences including our nonprofit members, seniors, businesses, schools and youth, and civic groups. Here are a few programs you'll be instrumental with:
 - The Do Good Bus
 - Special events and volunteer engagement opportunities in the Hub - Social Good Brews
 - Day-to-day volunteer matching & member services
- Must be willing to train and serve as a barista for special programs and events in the Hub - Social Good Brews, so if you have barista experience please be sure to point that out to us!
- This position requires flexible hours... some weekends and evenings will be necessary.
- Experience working with Google and Microsoft products preferred.
- Must demonstrate the creativity to bring ideas to life, and the organizational skills to make it look easy (ish).
- Excellent verbal and written communication skills are greatly appreciated!

If you're looking for an opportunity that's not just a career, but a mission, please kindly submit your resume here: www.volunteernow.net/hiring