

Special Projects Coordinator

Ready to pursue a mission, not just a career?

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 Special Projects Coordinator is a full-time position with big impact. This is a high-energy person willing to be the front face of the [Do Good Bus](#), one of our signature programs!

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

- Must be a self-starter. We're a small group that has huge impact, anything but highly driven will not do well here.
- Must be very good with people from all walks of life. If you're energized by helping people then this is the position for you.
- Willingness to serve. The Volunteer Center is all about serving local non-profits and inspiring the community to do more. If you believe that no job is beneath you, and enjoy inspiring by example, that's 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 need to be able to do in order to be successful at this position:

- Possess excellent communication skills. This position works closely with the general public, students and the business community, so effective written and verbal communication skills are a must.
- Creativity. We need someone who thinks of the "what ifs" instead of the "why nots." We're looking to grow this program, so someone with fresh ideas and a can-do attitude will do well here.
- Understand Washington County's nonprofit community. This position works hand-in-hand with our nonprofit partners, so an understanding of and willingness to constantly learn about community issues is key to being successful.
- Exhibit top-notch organizational skills. We plan roughly 40 Do Good Bus rides a year, so attention to detail and ability to multi task is a non-negotiable.

- Inspire others. In this position, we walk the walk AND talk the talk! A successful candidate won't shy away from public speaking, talking to business leaders, presenting at volunteer fairs, speaking on the radio, and other types of promotion.
- Help fundraise. The wheels couldn't roll without our generous underwriters. This position will work with local business to secure sponsorship dollars and supplies for the program.
- Oversee and work closely with additional program staff that assist with the Do Good Bus program.
- Recruit, interview and onboard new volunteer bus drivers. Also communicate upcoming ride schedules and maintenance issues with the bus company.
- Be able to lift at least 30 pounds and hike at least a mile. Much of this job occurs on volunteer sites, so willingness to get your hands dirty and do a little manual labor is encouraged.
- Flexibility. This position requires working at least one Saturday per month. Additional weekend or evening hours may occur periodically.
- Familiarity with G Suite by Google (Gmail, Calendar, Docs, Sheets, etc.) and ability to learn volunteer registration software (Get Connected & Typeform) and donor database (Little Green Light).

The ideal candidate has or is pursuing degree in relevant field; or comparable work experience.

If you're looking for an opportunity that's not just a career but a mission, please kindly submit your resume and cover letter here: www.volunteernow.net/hiring before Friday, October 4th.