



Mission Support 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 Mission Support Coordinator is a full-time position with big impact... this position will be the glue that holds everything together!

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 people then this is the position for you
- Willing to serve. Our organization is all about serving local non-profits and that mindset is a part of our corporate DNA. If you believe that no job is beneath you, and you enjoy pitching in wherever you can, that's what we're looking for.
- Ability to wear many hats. If you like sitting in the corner and working by yourself for hours at a time, this isn't the position for you.
- A "do whatever it takes," make no excuses attitude...it's just kind of our thing.
- Must be highly organized with an acute attention to detail!

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

- Must have excellent skills with Google and Microsoft products
- Experience managing databases and technology systems
- Assist Executive Director with fundraising and donor relations
- Assist with volunteer management
- Assist with special events and community engagement programs as needed
- Assist Executive Director with other tasks as assigned

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 along with available start date, and wage expectations.