Volunteer Coordinator

Description
Joycelyn Taylor (Taylor for 2021) is currently accepting applications for Volunteer Coordinator. This position will work to raise public awareness of social issues related to Affordable Housing and Small Business – and leading a dynamic team of amazing Volunteers. This position involves a great deal of contact with other people, so the volunteer coordinator must have excellent interpersonal communication and management skills.

About you:

- **Outgoing.** You’re building and sustaining communities.
- **Flexible.** Campaign work isn’t a typical 9 to 5. Some days, you might be flexing your organizing and scheduling skills, others might be spent in the field.
- **Creative.** We like to think outside of the box.
- **Upbeat.** We’re pragmatic optimists, we discuss challenges as well as solutions.

Responsibilities

- Source and recruit our volunteer Leaders
- Manage availabilities and match talents with responsibilities
- Serve as primary liaison to volunteer leaders to support their grassroots organizing
- Continually build volunteer capacity across regions; Build relationships with existing teams while fostering the emergence of new teams
- Communicate frequently with volunteers to ensure they are satisfied and well-placed
- Disseminate information for upcoming actions and events
- Ensure the purpose of the campaign and our policies are clearly communicated

- Provide a consistent point of contact for volunteers to campaign
- Accurately track regional volunteer capacity and provide regular turf snapshots for Field Directors

Qualifications

- Education in business administration, human resources, political science or relevant field
- A demonstrated ability to build and maintain volunteer structures, either in a campaign or a grassroots organizing capacity.
- Aptitude for connecting with people, forming and maintaining new relationships, and asking folks to step up.
- High level of comfort with using technology to support organizing (Slack, email platforms, social media platforms, etc). Experience with digital
organizing is not required but is preferred.
- A pleasant, outgoing personality. Comfort in a rapidly changing campaign environment.
- Strong written and oral communication skills, and consistent reporting habits.
- Ability and willingness to spend 10-15 hours a week on this work through election day 2021.

**Job Benefits**

**Volunteers can expect to learn:**

- Volunteers will gain unique insight into New York’s political processes.
- Critical thinking skills.
- Research and Data management skills.
- An understanding of the skills and knowledge needed for professional success.
- An understanding of how political campaigns operate.
- And more.