GooclandCares is seeking a Volunteer Engagement Coordinator to support volunteer engagement throughout the organization. Volunteer engagement includes volunteer recruitment and community outreach; volunteer onboarding, training, and scheduling; volunteer retention and appreciation; event planning; and administrative support.

Full-time position (40 hours) includes health insurance benefit, short-term disability, PTO, holidays, retirement, and Employee Assistance Program (EAP).

Pay range: $23-27/hour

**Essential Job Functions**
- Engage volunteers to enhance and extend programs to deliver our mission
- Provide meaningful and rewarding experiences for individual and group volunteers
- Communicate volunteer opportunities and impact via social media, newsletters, print materials, website, and other tools
- Plan and staff special events
- Provide administrative support
- Enter and retrieve information via a variety of databases

**Requirements**
- Commitment to GooclandCares’ mission
- BA/BS in human resources, non-profit administration, business administration, or a related field of study
- 5 years’ experience in volunteer management or related field
- CVA or volunteer management certification
- Experience planning and running events
- Ability to work occasional evening and weekend hours
- Fully vaccinated against Covid-19

**Other Skills/Abilities**
- Fluency in English and Spanish is a plus
- Skills to operate basic office equipment
- Attention to detail
- Ability to lift up to 25 lbs.

GooclandCares is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, ethnicity, gender, disability, political or religious beliefs.

*This job announcement is not the full job description.*

How to apply: Send cover letter and resume to dreale@GoochlandCares.org.

*Our mission is to provide basic human services and health care to our Goochland neighbors in need. We are committed to building a healthy, diverse, and inclusive culture where all are treated equitably and are empowered whether receiving or delivering services.*