



## Job Description – Communications & Volunteer Coordinator

Reports to:	Director of Development
Exempt Status:	Exempt
Work Schedule:	Full-Time
Approved on:	

### **SUMMARY:**

The Communications & Volunteer Coordinator reports to the Director of Development and coordinates recruitment, orientation, training, placement and recognition of short-term and long-term volunteers, interns, and students; and supports communications and outreach activities to promote the organization and increase visibility through the Internet, traditional and new media, outreach events and onsite volunteer events.

### **Essential Duties and Responsibilities:**

#### **VOLUNTEER COORDINATION**

- Support and assist in planning all volunteer service activities and special events at Bright Beginnings.
- Serve as initial point of contact to volunteers, interns and students: provide information, set up volunteer appointments and orientations, assemble volunteer applications and orientation packets.
- Establish a team of short-term and long-term volunteers for the classrooms as well as other departments.
- Define volunteer position descriptions for classroom aides and other administrative and expert volunteer roles within Bright Beginnings by working closely with all programs and departments.
- Support partnerships with corporations, faith-based institutions, community groups, member organizations, universities and community volunteer programs to bring individual volunteers and volunteer groups to the center.
- Develop systems for recruitment, orientation, training, placement, supervision and evaluation of volunteers.
- Communicate regularly with volunteers and widely publicize volunteer opportunities at Bright Beginnings to individuals and volunteer groups.
- Track volunteer activity and prepare statistics for monthly, quarterly and other reports, as needed.
- Develop annual and periodic volunteer appreciation/recognition events
- Present a professional and positive image when representing Bright Beginnings and giving tours of the center.
- Follow procedures for volunteer and intern paperwork to ensure that health forms, clearances and background checks are completed and documented.
- Establish and maintain database and files on volunteers and volunteer groups. Handle sensitive materials and documents on volunteers and donors, maintaining confidentiality.
- Manage in-kind donations and donation acknowledgements, including tracking donations and sending out acknowledgement letters through fundraising database.
- Support development and communications department, as needed, and perform other duties as assigned.

**COMMUNICATIONS SUPPORT**

- Works with marketing team to communicate information on various projects to its stakeholders, both internal and external.
- Utilizes traditional and electronic design and publishing technologies to develop and execute content and design of publications and on-line media.
- Collaborates with the department and other clientele to develop and execute various projects including graphic design of brochures, posters, ads, logos, publications and other materials for Bright Beginnings.
- Coordinates the research and development of content for publication.
- Prepares and distributes press releases and story ideas.
- Responsible for design and management of department website
- Proofreads all communications and monitors media to ensure that distributed material is accurate and timely.
- Monitors effectiveness of communication tactics and makes recommendations for adjusting and optimizing communication plans as necessary.
- Develops and fosters relationships with outside media representatives.
- Develops and adheres to project timelines.
- May perform other related duties as assigned.

**C. MINIMUM QUALIFICATIONS:**

- A bachelor’s degree in communication or journalism preferred.
- Proficiency in Microsoft Office, data reporting and experience or capacity to use fundraising and/or volunteer databases.
- Solid writing and public speaking skills and ability to concisely and persuasively present information to individuals and groups.
- Excellent people skills and ability to interact professionally with a wide range of interns, volunteers and donors.
- Commitment to goals and mission of Bright Beginnings.
- Must obtain a criminal background check and health clearance.

**D. PHYSICAL CAPABILITIES:**

- Be able to lift 25-30 pounds and be physically capable of conducting frequent tours throughout the center and participating in internal and external outreach events.
- Be able to supply annually a certificate of good health, which includes a TB test.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE