



Junior Achievement of Memphis and the Mid-South (JA Memphis) is looking for a detail-oriented and focused Volunteer Coordinator to be responsible for our database of volunteers and volunteer opportunities. The Volunteer Coordinator will ensure JA Memphis has a pipeline of volunteers as the organization expands its programs to Eastern Arkansas. To meet that goal, the Volunteer Coordinator must recruit and train new volunteers, develop a database of volunteer information and skills, match volunteers to opportunities that suit their skills, keep volunteers informed, and convey JA Memphis' purpose to the public.

<b>Volunteer Coordinator</b>	
<b>Role Title:</b>	Volunteer Coordinator, Eastern Arkansas
<b>Manager</b>	Director, Innovation and Community Engagement
<b>Essential Duties and Responsibilities:</b>	<p><b>Volunteer Recruitment</b></p> <ul style="list-style-type: none"> <li>● Recruit volunteers from a variety of sources, including businesses, colleges, chambers, and other groups</li> <li>● Attend recruiting events within the community to attract volunteers</li> <li>● Develop and maintain relationships with other volunteer organizations within the area</li> </ul> <p><b>Volunteer Program</b></p> <ul style="list-style-type: none"> <li>● Work closely with all program directors to periodically assess needs for volunteers</li> <li>● Track the activities, outputs, and outcomes of volunteer contributions, and monitor the quality of the volunteer experience</li> <li>● Provide ongoing support and guidance for volunteers during their program experience</li> </ul> <p><b>Volunteer Database</b></p> <ul style="list-style-type: none"> <li>● Develop a volunteer database for Eastern Arkansas counties (Craighead, Crittenden, Cross, Lee, Mississippi, Phillips, and St. Francis)</li> <li>● Maintain volunteer records in BCRM and Salesforce</li> </ul> <p><b>Volunteer Engagement</b></p> <ul style="list-style-type: none"> <li>● Assist Director of Innovation and Community Engagement with the mobilization of individual, corporate, foundation and civic groups for engagement with JA Memphis and the Mid-South</li> <li>● Cultivate relationships across diverse communities to increase awareness of JA Memphis and the Mid-South program offerings for K-12</li> <li>● Conduct outreach and recruitment of community partners</li> <li>● Serve as an advocate in the community to ensure that the needs of rural communities are being met as it relates to financial literacy, work readiness, and entrepreneurship</li> </ul>
<b>Knowledge: Education, Experience, &amp; Skills:</b>	<ul style="list-style-type: none"> <li>● BA/BS or equivalent</li> <li>● Ability and desire to work effectively in a fast-paced, team environment.</li> <li>● Must be organized, detail-oriented and deadline-driven</li> <li>● Writes creatively, clearly, compellingly and with an attention to detail</li> <li>● Works well in a team environment.</li> <li>● Proficient in customer service including problem solving, decision-making, troubleshooting and communication skills</li> <li>● Friendly, enthusiastic and positive attitude</li> <li>● Strong knowledge of social media and other basic marketing platforms</li> <li>● Position requires a high degree of professionalism, tact and diplomacy, and sensitivity to highly confidential information</li> </ul>



# Junior Achievement®

of Memphis and the Mid-South

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|  | <ul style="list-style-type: none"><li>• Strong computer skills needed, including word-processing, spreadsheets, and familiarity with complex databases. Microsoft Office Suite (Excel, PowerPoint, Word)</li><li>• Passion for the mission and work of Junior Achievement of Memphis and the Mid-South</li><li>• Willingness to use personal vehicle</li></ul> |
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