



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 and the Mid-South has a pipeline of volunteers as the organization expands its programs to Northern Mississippi. 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.

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



Junior Achievement®

of Memphis and the Mid-South

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