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.

### Volunteer Coordinator

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<th>Role Title:</th>
<th>Volunteer Coordinator, Eastern Arkansas. Part-Time. Hourly $18.07/hr</th>
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<tbody>
<tr>
<td>Manager</td>
<td>Director, Innovation and Community Engagement</td>
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#### Essential Duties and Responsibilities:

**Volunteer Recruitment**
- 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

**Volunteer Program**
- 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

**Volunteer Database**
- Develop a volunteer database for Eastern Arkansas counties (Craighead, Crittenden, Cross, Lee, Mississippi, Phillips, and St. Francis)
- Maintain volunteer records in BCRM and Salesforce

**Volunteer Engagement**
- 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
- 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:

- 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**  
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<th>of Memphis and the Mid-South</th>
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| **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** |

**To Apply:**  
Interested parties should submit a cover letter and resume to careers@jamemphis.org.