Job Announcement

Position title: Volunteer Coordinator
Reports to: Community Engagement Manager
Classification: Full-time, non-exempt
Supervises others: No
Salary: $16.47 - $22.88

About us: Opening Doors, Inc., supports immigrants, refugees, survivors of trafficking, and others on their path towards stability, self-sufficiency and belonging. Opening Doors began in 1993 as a small refugee resettlement agency, and today serves 2,000 clients per year across our 5 program areas: Refugee Programs, Human Trafficking Programs, Immigration Legal Services, Health Programs and Economic Prosperity Programs.

Ideal candidate: The ideal candidate will have strong interpersonal skills, with the ability to communicate effectively about Opening Doors’ programs with a diverse range of individuals and community groups.

They will have the ability to work effectively in multi-cultural work environments, showing respect and sensitivity for cultural differences, and will be passionate about Opening Doors’ mission.

Responsibilities: The essential duties and responsibilities of this position include the following:

- Conducts outreach and recruitment activities to sustain and grow volunteer participation.
- Manages volunteer data system to track applications, background checks, and other documentation essential to volunteer engagement and opportunities.
- Conducts volunteer orientation sessions and provides ongoing supervision and training of volunteers.
- Coordinates in-kind donation program, exercising discretion whether to accept or decline donated goods.
- Maintains system for tracking volunteer hours, provides documentation for in-kind donations, and supports both internal and external reporting.
- Manages storage facility to store donations and other items effectively; coordinates with staff to ensure furniture and household goods are delivered to client homes.
• Develops and implements volunteer recognition activities to acknowledge volunteer contributions.

Other duties may be assigned in the sole discretion of the Organization. The Organization may assign or shift duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

**Required qualifications:** The requirements listed below are representative of the knowledge, skills and/or abilities required.

• Excellent customer service and interpersonal communication skills.
• Demonstrated computer skills and ability to learn new software and database systems quickly.
• Strong administrative and organizational skills; time management efficiency and attention to detail.
• Ability to conduct community outreach, make presentations, and represent Opening Doors to the public.

**Preferred qualifications:** The requirements listed below are not required but are desired.

• Experience leading, supervising, scheduling, and/or coordinating volunteers.
• Demonstrated experience in community outreach and volunteer recruitment.
• Working knowledge refugee- and/or immigrant-serving programs such as refugee resettlement, case management services, and/or immigration legal services.
• Effective communication skills in one or more of the following languages: Arabic, Chinese, Farsi/Dari, Hmong, Pashto, Russian, Spanish, Tagalog, Urdu, Ukrainian or Vietnamese.

**Physical requirements and work environment:** The following demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the **Volunteer Coordinator** position. Reasonable accommodation can be made to enable people to perform the described essential functions.

While performing this job, the employee is required to sit often and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard, the employee is occasionally required to stand, walk, reach with arms and hands, lift approximately 25 pounds on occasion, and to stoop, kneel, or squat, and drive on occasion. The noise level in the work environment is usually quiet to moderate.

**How to apply:** Candidates should email a resume and cover letter to humanresources@openingdoorsinc.org. Include “Volunteer Coordinator” – [Your name]” in the subject line.
Opening Doors provides equal employment opportunities (EEO) to all employees, applicants and any third parties, for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Opening Doors complies with applicable state and local laws governing nondiscrimination laws.

Opening Doors participates in E-Verify.