



Vol

Southern Arizona's Premier Social Service Agency

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

Volunteer & Development Coordinator

The Volunteer & Development Coordinator will recruit, organize, maintain, and recognize volunteers on behalf of the Old Pueblo Community Services, The Old Pueblo Group, and the OPCS Board of Directors, and various committees, program, and initiatives. In addition, this position supports the overall Development Department's fundraising, marketing, and community outreach efforts.

Employee Benefits

Competitive Salary, Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 136 Hours Paid Time Off (PTO) Per Year.

Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in

Duties and Responsibilities:

1. Work with faith-based, social, civic, and business organizations to develop partnerships where appropriate. Organize projects that can accommodate volunteer groups.
2. Develop and implement a volunteer recruitment and retention strategy.
3. Develop volunteer recruitment, application, orientation, and training materials.
4. Collaborate with OPCS programs and department to develop a menu of ongoing volunteer positions, create volunteer job descriptions, and co-supervise volunteers.
5. Maintain volunteer record keeping system, including ongoing tracking, and reporting.
6. Develop and implement an annual volunteer recognition program.
7. Assist with fundraising and development activities including events, campaigns, and donor relations as needed.
8. Assist with processing acknowledgement letters and other correspondence as needed.
9. Help maintain supply of promotional materials for events and maintain records of event participants and volunteers.
10. Other tasks as assigned.

Qualifications:

Three plus years' experience implementing and managing volunteer programs. Bachelor's degree or higher in social services, business or communications preferred. Responsible, dependable, energetic self-starter with strong communication and interpersonal skills and a commitment to a team approach. Proficiency in Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint and Publisher. Ability to set priorities, meet goals and deadlines and work a flexible schedule. Ability to work with culturally and socioeconomically diverse populations. Bilingual and/or a Veteran is a plus.

Job Status
Full Time

Pay Rate
\$22.42 - \$27.53

Pay Comments
Salary based on experience.

We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.

Mail Resume/Application to:

Ms. Jeanie Pike
HR Director
Old Pueblo Community
Services
2323 S. Park Ave. Tucson, AZ
85713

Email Resume/Application to:
hr@helptucson.org



Employment References, drug screen and background check is conducted pre-employment.