



JOB OPENING AT 826MICHIGAN Volunteer Coordinator (part-time)

826michigan is a nonprofit organization dedicated to supporting students ages 6 to 18 with their writing skills, and to helping teachers get their students excited about writing. Our work is based on the understanding that strong writing skills are fundamental to future success and that great leaps in learning can be made when skilled tutors work one-on-one with students.

About the Position

826michigan is looking for someone to join our team as a part-time Volunteer Coordinator. This person will help 826michigan run all of its student programs by recruiting, training and maintaining strong relationships with 500+ volunteers who actively participate in our programs.

Major responsibilities:

- Conduct targeted outreach to strategically expand volunteer corps and build 826michigan's presence in the community and maintain our current corps
- Schedule, organize, and deliver monthly or bi-monthly volunteer orientations and as-needed trainings for specific programs
- Develop schedule of specialized volunteer trainings with experts in their fields
- Maintain frequent communications with volunteers both one-on-one and via a bi-weekly newsletter
- Schedule volunteers in specific programs, as well as in our retail store
- Plan and execute volunteer appreciation events
- Recruit, interview and conduct orientations for the internship program

Minimum qualifications:

- Exceptional written and interpersonal communication skills; outstanding public speaking ability
- Excellent organizational skills and email etiquette; ability to multi-task
- Experience coordinating groups, teaching or otherwise leading
- Strong knowledge of the Southeast Michigan region, its resources and challenges
- Familiarity with technologies used at 826michigan (Salesforce, Constant Contact, etc.) and willingness to adapt to new technologies as needed
- A strong work ethic and the ability to work independently
- An outgoing personality and social ease with people of all backgrounds
- Dedication to education, learning and literacy
- A sense of humor and a compassionate spirit

HOW TO APPLY

Before July 27, 2012, please send the following to apply@826michigan.org

- Your resume
- A detailed cover letter that answers the following questions:
 - What in particular about 826michigan interests you?
 - What special skills do you possess that would help you in this job?
 - Tell us one thing about you that we can't learn from your resume.

Schedule and hours are variable and must include evening volunteer orientations and various other events on the 826michigan calendar. Salary is commensurate with experience. We hope to hire someone by September 1, 2012.

826michigan prohibits discrimination or harassment on the basis of race, color, national origin, religion, sex, gender identity, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran of any person employed by or seeking employment with 826michigan. 826michigan is an equal opportunity employer.