Project Angel Heart
Seeks
Volunteer Resources Coordinator

Organizational Mission: Project Angel Heart improves health and well-being for people with life-threatening illnesses by preparing and delivering medically tailored meals throughout both Metro-Denver and El Paso County and promoting the power of food as medicine.

Position Summary: Coordinate Project Angel Heart’s volunteer program through recruitment, scheduling, and recognition of agency volunteers including but not limited to kitchen, packing, delivery, special events, office and community service workers. Provide data entry and analysis. Ideal candidate will have a passion for working with volunteers in an environment that fosters collaboration.

Amount of Time and Status: Full time, exempt; Tuesday – Saturday schedule
Reports to: Volunteer Resources Manager

Essential Responsibilities Include:

• Collaborate with Executive Chef/ kitchen staff, distribution, volunteer resources and admin departments to ensure adequate departmental volunteer support
• Event support including scheduling, training and communications; serve as the main point of contact for Dining Out For Life®
• Audit all volunteer timesheets on a monthly basis
• Work with the Events Organizer to schedule, train and support the Community Outreach Team
• Organize the court-ordered community service intake and reporting process; schedule court-ordered volunteers
• Facilitates multiple monthly new volunteer orientations as needed and assures all orientation materials are updated
• Serve as an agency representative at various outreach, volunteer recruitment, and community fairs
• Provide orientation and training to new individual volunteers and groups
• Assists Volunteer Resources Manager in recruitment and training of volunteers
• Data entry input and analysis using Blackbaud’s Raiser’s Edge software, Microsoft Excel and Word
• Compile volunteer-related statistics for weekly internal updates, external e-newsletters, grant-writing efforts, reports, and year-end data analysis
• Monitor and update online postings of current volunteer position descriptions, orientations, and other volunteer-related events
• Complete other Volunteer Resources departmental tasks and projects as assigned

Preferred Qualifications:
• Passion for volunteerism and community engagement
• College degree preferred
• Experience coordinating volunteers highly preferred
• Experience with Blackbaud’s Raiser’s Edge® software highly preferred
• High computer proficiency and accuracy; experience with Microsoft Office, Google® Docs and Calendars
• Ability to balance and prioritize a varied workload with somewhat-frequent interruptions
• Well-developed and flexible organizational and communication skills (written and oral) with a strong aptitude to work as a team member
• Excellent customer service, telephone, and interpersonal skills
• Willingness and ability to maintain confidential information while working with a diverse population
• Valid Colorado Driver’s License and own transportation preferred

Working Environment/Physical Activities:
Work environment is an office setting. Physical activities include: sitting at a desk and working on a keyboard and computer; conducting business over the telephone and via email; and using a fax and copy machine. Position may require driving a vehicle on occasion, moving agency materials up to 45 pounds, and moving materials of up to 45 pounds in and out of a vehicle. Orientations and events may require standing for various periods of time. The occasional event-related work involves long hours standing while directing volunteers and interfacing with volunteers, guests, and donors.

Compensation:
Project Angel Heart offers competitive benefits, including comprehensive health insurance options, long-term disability and life insurance, medical, parental and family leave benefits, generous paid time off, wellness and meal benefits, employee assistance and perks programs, and matching retirement fund after one year of employment. Pay will be commensurate with experience.

Application Procedure:
Please submit resume and cover letter via email only to: jobs@projectangelheart.org. Please, no phone calls. Project Angel Heart values diversity and inclusivity, and is thus always looking to diversify our staff with an eye toward race and ethnicity, sexual orientation, gender, and age, among other areas. Candidates who bring such diversity are encouraged to apply. Target start date: Immediately