Job Announcement
Volunteer Engagement & Recruitment Coordinator

**PRIMARY DIRECTIVE:** The Loppet Volunteer Engagement & Recruitment Coordinator supports the recruitment, retention, and care of the backbone of the Loppet, its volunteers.

Duties and Responsibilities
- Work with existing programs to determine volunteer needs and areas where volunteers can be leveraged (volunteer strategy across organization)
- Manage the online volunteer portal including volunteer shifts, descriptions, and timing for each program and event
- Recruit and retain volunteers needed for each program and event with a particular emphasis on a more diverse volunteer community
- Create a process for group and/or corporate volunteer opportunities
- Create and maintain a volunteer orientation and training program
- Work closely with the Lead Volunteers to oversee volunteer management
- Manage communications to volunteers including preparation and thank you emails
- Maintain strong relationships with key volunteer groups and leaders and create and maintain a year-round volunteer appreciation program

Required Knowledge and Abilities
- 2+ years of experience in volunteer management or coordination
- Excellent organization and communication skills
- Ability to exercise initiative, creativity, and independence of judgment
- Demonstrated commitment to diversity, equity, and inclusion and to the Loppet’s mission

Preferred Knowledge and Abilities
- Outstanding customer service skills
- Experience working with Microsoft Office (Excel and Word) and with a CRM system

This is a full-time salaried position between $40,000 to $45,000 per year depending on experience. Schedule and location are flexible with the understanding that a presence during regular business hours is important and that there are a variety of evening and weekend events, some of which will be necessary to attend.

This position reports to the Development Director and includes the following benefits: Unlimited PTO, a simple IRA with the Loppet Foundation matching employee contributions up to 3% of the employee’s salary, two health insurance plan options and a dental insurance option. And the ability to work and play in the magnificent Theodore Wirth Park!

We recognize the need for a diverse workforce and understand that traditionally underrepresented communities must be centered in the work we do. As a Foundation, we are committed to building a blended team that reflects the community we serve. Hence, **we strongly encourage BIPOC, Indigenous and Queer identified individuals to apply.**

**HOW TO APPLY:** Email resume (preferably in .pdf form) and cover letter to olson@loppet.org with an e-mail subject that reads exactly “Volunteer Coordinator Application”

All applications received by March 18th will be considered.