



Volunteer Coordinator

Description

WiNGS is a nonprofit organization dedicated to empowering women, fighting poverty and impacting generations in Dallas. Through a tailored suite of innovative services, women build confidence and skills on their path to a new life as they start families, work toward financial security or grow small businesses. Volunteers serve a vital role to our members, facilitating financial education classes, providing 1:1 coaching/mentoring, teaching business courses and serving as WiNGS ambassadors in the community.

The **Volunteer Coordinator** works closely with the Director of Volunteer Services to recruit, train, schedule, evaluate and retain volunteers. This position interacts with all agency departments to ensure meaningful volunteer opportunities are offered. The Coordinator should be skilled at creating and conducting training programs, experienced with activities and resources to virtually manage a large volunteer workforce, and able to complete administrative tasks including data management and reporting. **Frequent evening and weekend hours are required.**

PRIMARY RESPONSIBILITIES INCLUDE:

- Recruit volunteers for individual and corporate group opportunities.
- Conduct orientations and job-specific training.
- Manage volunteer activities including selecting and placing volunteers according to member/project needs and suitability of the volunteers.
- Maintain consistent communication and feedback with large volunteer pool.
- Record and track volunteer participation.
- Prepare reports, presentations and correspondence.
- Assess volunteers for satisfactory assignment, interest and impact.
- Coordinate recognition activities and events.

ESSENTIAL QUALITIES & QUALIFICATIONS:

- Two or more years' experience in volunteer management required.
- Bachelor's degree and experience working in non-profit or diverse populations preferred.
- Commitment to WiNGS mission and values, ability to be an effective and persuasive advocate for WiNGS.
- Excellent oral and written communication skills; strong attention to detail and ability to complete work with a high level of accuracy and efficiency.
- Commitment to innovation, excellence, and entrepreneurship. Commitment to testing and evaluating new ideas, function as a proactive team player, with a willingness to support larger organizational goals.
- Personal qualities of maturity, self-awareness, empathy, flexibility, cultural humility, and an exceptional capacity for team and community building.
- Strong working knowledge of Microsoft Office Suites including Word, Excel and Outlook.
- Ability to work flexible schedule, including some nights and weekends.
- Local travel may be required.

WiNGS offers competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short- and long-term disability plans and retirement, as well as an environment where your professional growth and advancement are cultivated. WiNGS is an Equal Opportunity Employer.

For immediate consideration, qualified candidates should submit a resume via email to jobs@wingsdallas.org or complete the employment application on our website at www.wingsdallas.org and fax to 214.584.2313.