



Administrative and Volunteer Coordinator

DOORWAYS is an interfaith non-profit organization, which provides housing and related supportive services to improve quality of life and health outcomes for people affected by HIV/AIDS and their families who are at the intersection of poverty, homelessness, and chronic illness. New medications have helped stabilize our clients' health, allowing them to focus on building their lives for the future.

As a trusted resource and recognized leader in the field, since 2018, the organization has been transforming. Our efforts will culminate in a fall 2022 opening of its new 3-acre Jefferson Avenue Campus near the intersection of Jefferson Ave. and Martin Luther King Drive. New programs are being implemented and current programs redesigned and expanded.

ORGANIZATION SPOTLIGHT:

DOORWAYS, a nationally known interfaith non-profit, empowers clients to overcome poverty, HIV/AIDS, and homelessness by providing numerous social services that improve Housing, Health, and Hope. Entering its 35th year, DOORWAYS has progressed to a multi-million dollar agency that assists over 3,500 clients annually.

WHAT YOU RECEIVE: The chance to work in a diverse and employee-centered environment with a staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that offers many competitive benefits: health insurance (including medical, dental, vision, life, and short/long-term disability coverage), tuition reimbursement, flexible scheduling, two Employee Assistance Programs (EAP), a 403(b) retirement plan, a flexible spending account, a health reimbursement agreement, paid parental leave, personal time off (PTO), and mileage reimbursement. DOORWAYS offers countless training opportunities throughout the year, and we always make time for team-building/fun.

Job Summary:

The Administrative and Volunteer Coordinator will administer all aspects of the organization's volunteer program including recruiting, training, and supervising volunteers. This position will also provide administrative support to the senior leadership team.

Supervisory Responsibilities:

- Recruits, interviews, screens, trains, and supervises (or assigns) volunteer staff.

Volunteer Duties:

- Create new orientation process for volunteers so they are acclimated to their position and knowledgeable about the organization.
- Communicates with internal and external partners of the organization to identify available opportunities and needs for volunteers.
- Recruits volunteer staff to fit these roles using a variety of resources and techniques.
- Gathers information about each volunteer's skills, availability, and goals; matches volunteers with appropriate opportunities based on this data.



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- Schedules, coordinates, and assigns volunteers to appropriate departments, supervisors, and/or mentors.
- Regularly communicates with volunteers to ensure placement is a good fit for individual's skills and goals.
- Maintains files, records, applications, and other data concerning volunteer program.
- Drafts, maintains, and publishes guidelines, best practices, and procedures for volunteer program.
- Coordinates volunteer recognition and appreciation events and activities.
- Performs other related duties as required.

Administrative Duties:

- Provide administrative support to the senior leadership team.
- Arrange and book travel for senior leadership team at or below government per diem rates.
- Supports the senior leadership, board of directors, and board committees with the scheduling of meetings, maintenance of committee files, coordinating correspondences, taking minutes and obtaining documents and signatures.
- Arrange logistics for meetings as needed including room and technology reservations.
- Supports team by performing tasks related to organization and strong communication.
- Perform other duties and assist with other projects as assigned.

Knowledge, Skills and Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Strong leadership skills with the ability to motivate and encourage others.
- Proficient with Microsoft Office Suite or related software.
- Ability to work with diverse groups and individuals while maintaining confidentiality of clients, residents and staff.
- Available to work extended hours, including evenings and weekends.

Education and Experience:

- High School Diploma is required. College degree in a related field is highly preferred.
- Supervisory experience is highly preferred.
- Experience in the nonprofit sector and/or the healthcare industry is strongly preferred.
- Desire to work with and around individuals of various socioeconomic backgrounds.
- Personal commitment to the complex issues of people living with and affected by HIV/AIDS.
- Excellent customer service skills with the ability to maintain a positive attitude at all times.



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Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

This job description is illustrative only and is not meant to encompass all possible duties the Administrative and Volunteer Coordinator may be called upon to perform or all conditions that an employee may encounter during the course and scope of employment.

ACKNOWLEDGMENT

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of Administrative and Volunteer Coordinator, and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I understand that I will be working in a facility which is “home” for several residents and I will conduct myself in a way that is respectful of their privacy and will make them feel as comfortable as possible while conducting my job duties.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself and such termination can be made without notice.

Employee Signature

Date

Supervisor Signature

Date