



Center for Volunteer and
Nonprofit Leadership
65 Mitchell Blvd., Suite 101
San Rafael, CA 94903
Tel: (415) 479-5710
Fax: (415) 479-9878
www.cvnl.org

**Center for Volunteer & Nonprofit Leadership (CVNL)
Program Coordinator, Solano Volunteers
(Contract through Dec. 31, 2019, extension possible)
Position Description**

Overview

Home to nearly 430,000 residents, Solano County, California seeks to increase its level of volunteer engagement to support local community-based organizations to meet community needs.

Center for Volunteer & Nonprofit Leadership (CVNL) is seeking a Solano Volunteers Program Coordinator. Reporting to the Director of Volunteer Services, the Program Coordinator will work with Solano County nonprofits to serve as the County's primary point of contact for services related to volunteerism.

Serving the Bay Area for over 50 years, CVNL knows that passion alone isn't enough when it comes to creating strong nonprofits. With a mission to advance nonprofits and volunteerism by strengthening leadership, encouraging innovation, and empowering individuals in our community, CVNL works with aspiring and established leaders every day to help them build the skills and connections that can take their impact to the next level. www.cvnl.org

CVNL is looking for a dynamic, collaborative and goal-oriented individual to join our team as the Program Coordinator for the Solano Volunteers initiative.

Primary Responsibilities

The Solano Volunteers Program Coordinator will play a lead role in CVNL's efforts to promote volunteerism in Solano County, working in partnership with nonprofits, local government and other partners as well as local volunteers. The successful candidate will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. Essential duties and responsibilities include the following:

- Establish and strengthen relationships with partnering nonprofits, local government entities and CVNL member agencies by conducting information sessions, attending community events, and implementing marketing and communications efforts
- Plan and implement 1 - 2 Days of Service with 50 – 70 volunteers participating
- Create and facilitate database portal trainings and other workshops as needed, including marketing, set-up, and managing logistics
- Manage and track program information including volunteers and their hours, project leaders and project opportunities
- Maintain aspects of the database portal, including implementing new updates as they become available, and launching new uses of the technology
- Present program updates to Solano County's Board of Supervisors as requested
- Assist Director of Volunteer Services in researching, creating, and implementing strategic policies and procedures for Solano County
- Collaborate with the database portal administrators and staff on all technology related policies and procedures
- Generate and compile quarterly reports, metrics and outcomes
- Provide volunteer referrals and nonprofit technical assistance as needed

- Work with the Marketing Director to create, design and manage social media and collateral materials to foster relationships with volunteer groups (schools, community groups, corporations, faith-based organizations, etc.)
- As requested, assist in the promotion of Volunteer Services by representing CVNL at relevant community forums and events
- Other duties as assigned

Qualifications

- Experience working with nonprofit organizations and familiarity with the nonprofit community in Solano County
- Demonstrated success in recruiting and managing volunteers
- Experience in planning and implementing community events
- Strong public speaking skills
- Proven track record as a team player and relationship builder
- Computer knowledge and skills required; direct experience working with Microsoft programs/Windows and Salesforce (preferred)
- Excellent problem solving skills; able to maintain professional demeanor in a fast-paced environment
- High degree of integrity and dependability, genuine connection to the CVNL mission and programs
- Strong written and verbal communications skills and high attention to detail
- Ability and willingness to travel throughout the North Bay (automobile and insurance required)
- Experience working remotely and/or reporting to an off-site supervisor (preferred)

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Salary and Benefits

Salary will be commensurate with experience.

This is a temporary position until December 31, 2019 with a benefits package that includes vacation, sick leave, paid holidays, employer-paid health care and dental plan. It is understood that the Solano County Board of Supervisors may seek to renew the contract for subsequent years to continue to build on this program’s activities. If that occurs, this temporary position may become permanent.

To be considered as an applicant:

Email Resume and Cover Letter to: etokolahi@cvnl.org

Include in the Subject: “Program Coordinator, Solano Volunteers”

No phone calls please

CVNL is an equal opportunity employer and makes employment decisions on the basis of qualifications. CVNL policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.

Submission of your application is not an offer of employment or an employment contract.