

## Volunteer/ HR Coordinator

### About Canal Alliance

Canal Alliance is a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment. We believe everyone has the right to achieve their dreams. Every day, we educate, empower, support, and partner with motivated immigrants to best meet their unique needs— from putting food on the table, to becoming U.S. citizens, to learning English, to graduating from college. Because when we support immigrants, Marin becomes a place where everyone can live, work, and succeed.

### Position Summary

The Volunteer/HR Coordinator is a full-time position that reports to the Director of People and Culture and is responsible for coordinating Canal Alliance's efforts to recruit and engage volunteers. The position requires an effective, focused, organized and detail-oriented professional who has excellent customer service capabilities and an understanding of data management and analysis.

### Essential Duties and Responsibilities

#### Agency-Wide Volunteer Engagement and Coordination- 65%

- Coordinate volunteer recruiting needs with Program Directors, volunteer supervisors and Development team members to ensure needed volunteer participation.
- Coordinate with program admins to receive volunteer job descriptions, initial screening and intake of interested volunteer candidates, and to conduct exit surveys.
- Promote and maintain all volunteer opportunities required by Canal Alliance program and administrative teams.
- Work closely with program admins to monitor volunteer activities, identify and resolve problems, and ensure prepare regular progress reports and evaluations.
- Manage online volunteer recruitment platforms (e.g. Mentor.org, Volunteer match, Idealist).
- Ensure program administrators schedule and coordinate volunteer training and informational sessions.
- Perform outreach and identify volunteers through businesses, schools, social groups and other community groups, and follow up with community leaders and prospective volunteers.
- Coordinate and attend outreach events and opportunities to establish and expand relationships with prospective and current individual and corporate volunteers.
- Respond to telephone, voicemail, written, and e-mail inquiries for information regarding volunteers.
- Assist with implementation and training of agency-wide volunteer policies, procedures, and standards of volunteer service.

#### Volunteer Coordination for Development

- Train and oversee Development volunteers to assist with department tasks.
- Assist with the coordination of and volunteer support for special events implemented by the Development Department.

#### Data Management and Reporting

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- Input contacts into our Salesforce Database and track relevant activities with those contacts.
- Enter and maintain accurate and complete volunteer records in Salesforce.
- Create volunteer reports out of Salesforce.
- Create targeted mailing lists out of Salesforce and coordinate the production and mailing of volunteer communications.
- Other tasks as assigned by the Senior Development Manager.

#### Human Resources Recruitment Coordinator- 35%

- Coordinate the recruitment process within current systems: post jobs, screen candidates, and run background checks.
- Work closely with HR department to understand recruiting needs.
- Ensure onboarding processes are followed throughout the organization.

#### **Required Skills**

- Excellent computer and technology skills, including facility with internet navigation, CRM/database, and Microsoft Office suite.
- Effective time management and work organization skills, with a high attention to detail.
- Excellent verbal and written communication skills with a positive, enthusiastic attitude.
- Excellent analytical and abstract reasoning skills, with the ability to think strategically, creatively problem solve, and exercise good judgment.
- Proven ability to work within dynamic teams and build strong working relationships with colleagues, and the ability to interact and work effectively with Directors, front-line staff, volunteers, clients and donors.
- Ability to work with minimal supervision, to handle multiple tasks and manage demanding situations effectively, showing strong initiative and being anticipatory rather than reactive.

#### **Required Education and Experience**

- Bachelor's degree in a related field or equivalent experience
- Minimum of two years' experience of nonprofit, human service, and/or customer service experience
- Proficient in basic computer applications such as Outlook, Word, and Excel Knowledge of Latino, immigrant, or low-income communities

#### **Additionally Desired**

- Experience with volunteer management
- Experience with recruiting
- Familiarity with HRIS, ATS, and candidate management systems (e.g., Paylocity)
- Knowledge of Salesforce
- Bilingual in Spanish and English

#### **Compensation**

This is a full-time position with benefits. We offer a competitive salary with a benefits package that includes 3 weeks paid vacation a year, 12 days of sick leave a year, a vision plan, and 100% paid employee medical & dental insurance. In addition, there are at least 10 paid holidays annually, a 403(b)

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retirement plan, a Flex cafeteria plan, long term disability insurance and an employee assistance program.

### **Canal Alliance Equity and Inclusion Statement**

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect. Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principals.

### **Application Process**

Please submit your resume and cover letter to

<https://recruiting.paylocity.com/recruiting/jobs/Details/660977/Canal-Alliance/VolunteerHR-Coordinator>

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