

LOCATION

DOROT is a hybrid work environment where team members work part-time onsite and part time remotely. The Program Administrator will report to the headquarters located on the Upper West Side of Manhattan and should expect to be in the office three to five days a week.

ORGANIZATIONAL OVERVIEW

Founded in 1976, DOROT (“generations” in Hebrew) facilitates a dynamic partnership between older adults, volunteers, and professionals to address the challenges of an aging population. DOROT is dedicated to enhancing the lives of older adults to help them live more independently and as valued community members. Compassionate care and a commitment to excellence are hallmarks of DOROT’s programs and staff. The agency is a recognized innovative leader in mobilizing volunteers and community and supportive services. Comprehensive programs – conducted onsite, in the home, remotely, and in the community – combat loneliness and social isolation.

DOROT’s diverse clients range in age from 60 to over 100 and vary in physical mobility and economic status. DOROT serves the Jewish and wider community, offering a lifeline of support to older adults in its catchment area (the Upper West Side from 59th to 125th Streets, East Side from 14th to 96th Streets, and Westchester County). DOROT engages more than 6000 volunteers a year in meaningful and impactful programming that improves the lives and health of nearly 5,000 older adults. Bringing the generations together results in a mutually beneficial partnership that delivers much needed services ranging from enrichment to addressing critical daily needs.

ABOUT THE VOLUNTEER SERVICES DEPARTMENT

DOROT leverages volunteers and their skills across all levels of the organization to successfully deliver on our social mission. Each year, we mobilize 6000+ volunteers of all ages through a wide array of programs conducted on-site, in the home, remotely and in the community. The Volunteer Services Department staff is responsible for recruiting, onboarding and engaging volunteers to fill roles throughout the agency and leading and managing a number of volunteer programs and events.

THE OPPORTUNITY

The Volunteer Recruitment and Engagement Administrator is an integral member of the Volunteer Services Team. They will contribute to the overall success and impact of the department and its initiatives by participating in planning and implementing the volunteer onboarding process and organizing several ongoing programs.

WHAT YOU’LL DO

The Program Administrator is responsible for the following in addition to any other projects as assigned by their manager.

- Be a thoughtful contributor to the Volunteer Services team, helping to meet department goals and to ensure excellence in operations and program delivery.
- Collaborate with department colleagues on program planning and facilitation.
- Serve as the primary point of contact for prospective volunteers via email, phone and by representing DOROT in the community.

- Administer the orientation and onboarding process for new volunteers.
- Coordinate DOROT's Cardmaking program which involves 1,000+ volunteers in making handmade cards for 4,000 seniors per year.
- Provide programmatic support to DOROT's Knitting and College Internship programs
- Support the department's overall administrative needs including, but not limited to: coordinating mailings, ordering supplies and helping with program logistics, maintaining the department's activity calendar and assisting with marketing and outreach needs.
- Execute internal processes that ensure the timely and targeted collection of metrics and narratives aligned with program goals and grant deliverables.
- Collect and track constituent information and program participation, import relevant information into DOROT's database (Salesforce platform) and maintain accurate and thorough records, spreadsheets and program files.

EXPERIENCES & ATTRIBUTES

- Experience in volunteer coordination
- Passion, warmth and sensitivity for DOROT's mission
- Demonstrated ability to engage in creative problem solving, learn and utilize new skills and work well both independently and as a member of a team
- Adaptable and flexible demeanor and strong interpersonal competencies
- Strong verbal and written communication skills
- Excellent organizational and administrative skills and strong attention to detail
- Ability to juggle multiple tasks or projects at once

QUALIFICATIONS

- Bachelor's degree preferred; commensurate experience considered
- 1-2 years of professional experience; experience at a nonprofit or with older adults is a plus.
- Volunteer experience
- Proficiency with MS Office Suite; experience with Salesforce or another database, Canva and/or MailChimp a plus
- Availability to work 6-10 Sunday and/or evening events per year

WHY WORK WITH US

At DOROT, we believe that the power of connection can be transformative. Working with us means that you will have:

- **Flexibility in your working schedule.** DOROT supports a hybrid work environment as well as offers just over 1 months' time each year to spend however you like, thanks to a generous PTO policy.
- **Access to health care.** Whether it be medical, vision, dental, disability or life insurance, we've got you covered and offer a bevy of benefits to ensure that you and your family are taken care of.
- **Support to plan for your future.** We offer a 403(b) contribution of 3% after your first two years with us with the opportunity for increasing contributions as you stay with us over time.
- **Experience professional growth.** DOROT is financially strong and in growth mode; we are an organization where you can make a difference.

SALARY

\$41,000-\$43,000

TO APPLY

Please submit a cover letter and resume with your application to

<https://dorot.bamboohr.com/jobs/view.php?id=44&source=aWQ9NjM%3D>

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