



Volunteer and Event Coordinator (Bilingual a plus)

This full-time position offers a competitive hourly pay rate starting at \$23-\$25 per hour commensurate with education and experience.

Reports to: Chief Operating Officer and Donor Relations Manager

Hours: M-F with weekend and evening work required at times

Brief Description

The Volunteer and Event Coordinator will be primarily responsible for recruiting, training, and managing volunteers who support A Step Ahead Foundation. Recipients of our scholarship (Scholars) are considered volunteers, so this person will also be significantly involved in the scholarship award process, and in keeping Scholars subsequently engaged with A Step Ahead. Assistance with planning and implementation of in-house and external events is also required.

Key Responsibilities

- Recruit, train, evaluate, and manage volunteers
- Develop content and present regularly scheduled volunteer trainings
- Plan and implement frequent volunteer events
- Maintain volunteers through engagement and gratitude
- Coordinate and expand the scholarship program including registration, evaluation, awards, education, and engagement of scholars and other interested parties
- Coordinate and conduct regularly scheduled professional development events for Scholars
- Maintain volunteer and scholarship recipient databases
- Coordinate with Development team to plan, execute, and provide volunteers for in-house and external events
- Work closely with Development team to transition volunteers and Scholars into donors
- Coordinate with the Community Outreach team to provide volunteers for in-house and external events
- Connect with ASAF Social Media and Marketing team to advertise when volunteers are needed for events
- Cross train another staff person on volunteer and scholarship recipient database

- Other administrative and management duties as assigned.

Required Skills and Education:

- College degree or relevant work experience
- Strong verbal and written communication skills
- Public speaking and presentation experience
- Outgoing and energetic personality
- Excellent organizational and time-management skills
- Ability to build and maintain relationships with our volunteers who are a diverse group of people including team members, donors, students, scholars and volunteers of all ages
- Prior experience coordinating volunteers a plus
- Bilingual (Spanish) a plus
- Computer and database technology skills a plus including Microsoft Office, Google Suites, and Canva

Background Check: All job applicants must pass a pre-employment criminal background/qualifications check once a conditional offer of employment has been made. Applicants will be required to sign an informed consent statement allowing ASAF to obtain their criminal history and/or verify their qualifications in connection with the position sought. For applicants who do not sign the informed consent form, ASAF will withdraw the conditional job offer, resulting in the job applicant no longer being considered for the position.

For more information about ASAF, please visit www.astepaheadfoundation.org

TO APPLY: [Volunteer and Event Coordinator Application](#)

Questions? Email amy@astepaheadfoundation.org