



## Volunteer and Communications Coordinator

The Volunteer and Communications Coordinator (LC) is an FLSA Classified Exempt Position. This is a full-time position for 40 hours per week and is responsible for managing all elements of volunteering, and assisting with internal and external communications, marketing, and community outreach activities at El Sol. Work hours are Monday through Friday generally between 9:00 a.m. to 5:00 p.m. Hours will vary depending on activities/special events. This hybrid position reports directly to Chief Development and Communications Officer (CDCO).

### Essential Functions:

- Maintain a robust volunteer program by recruiting and coordinating volunteers for El Sol's programs and special events.
- Supervise screening, orientation, training, and placement of new volunteers.
- Coordinate annual volunteer recognition ceremony and volunteer events. Coordinate Spanish classes for volunteers and community members.
- Serve as the liaison between staff and volunteers.
- Coordinate and participate in special and outreach events.
- Manage court-ordered volunteers, monthly community service events for clients, and one-time and recurring volunteer projects/activities.
- Document and log volunteer hours in the tracking system and provide reports.
- Duties include managing communication channels; social media platforms, organization's websites, and media relations, writing copy for newsletters, and adhering to the organization's brand by publishing content and marketing materials.
- Keep volunteers informed via bi-weekly e-newsletters or other communications.
- Assist in maintaining communication/fundraising calendar.
- Research and identify future publicity opportunities and explore new ways to engage community members and partners.
- Work with CCDO to develop marketing and communication plans that include social media, communication with clients (recruiting/participation), communication with employers (hire-a-worker campaigns), volunteers, media, donors, and supporters.
- Perform additional duties as assigned.

### Qualifications and Skills:

- Bachelor's Degree preferred, or a combination of education and at least three years previous professional work experience in communication and/or volunteer management.
- Bilingual in Spanish/English is a plus.
- Must possess photography, videography, and digital design skills.
- Excellent written and verbal communication skills, including public speaking and presentation skills.
- interpersonal, written, and oral communication skills are required. Must have the ability to effectively prepare and present information to various groups.
- Strong relationship-building skills and the ability to cultivate relationships with diverse audiences.
- Solid organizational skills, attention to detail, ability to manage multiple projects and priorities, and meet deadlines. Event planning experience is a plus. The ability to work independently or with others to manage multiple tasks with minimal supervision is essential.
- Technologically literate with strong computer skills including proficiency with Microsoft Word and Excel and other commonly used software and social media. Salesforce Software experience preferred.

This position will report directly to the Chief Development and Communications Officer.

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Name

Date