

Community Outreach Coordinator



Position Overview

The Community Outreach Coordinator is primarily responsible for Volunteer Recruitment, Retention and Recognition. The Coordinator recruits, screens (via application review, individual interviews, and background checks), trains, celebrates and manages volunteers who assist in the execution of local GLSEN Phoenix programs. The Coordinator reviews volunteer skills, routinely assesses the Chapter's needs for volunteers and develops an action plan to match volunteers with projects, programs and campaigns to fulfill these needs. The action plan may include but is not limited to promotion via emails, social media and community outreach.

Responsibilities:

- Assist Chapter Board in identifying volunteer projects through needs assessment and ongoing communication with Chapter Board. Volunteer engagement to be a mix of short tasks and long-term campaign specific work.
- Lead in the recruiting, screening, interviewing, background checking, and training of new volunteers.
- Assign and monitor advancement of volunteers within chapter programs and operations.
- Provide assistance and consultation for volunteers as needed and when requested.
- Coordinate informal quarterly gatherings to maintain volunteer involvement and interest
- Oversee the info@glsenphoenix.org email and primary phone-based inquiries; respond and/or and pass along messages to appropriate chapter or external person in timely and professional manner.
- As part of volunteer recruitment plan, coordinate and attend local tabling events that may attract volunteers (festivals, conferences, Pride).
- Provide photographs of our work to document visuals of our work and to promote our work on social media channels.
- Schedule and coordinate facilitators for monthly Volunteer Onboarding meetings.

Qualifications:

- Strong commitment to GLSEN's mission.
- Passionate about social justice and LGBTQ issues.
- Ability to cultivate relationships and work with volunteers and community members.
- Ability to operate with limited resources.
- Ability to work with people from diverse backgrounds.
- Self-driven, self-managed and able to work in a remote but close-working team environment.
- MS Office and Google Docs proficiency.
- Experience recruiting, training, managing, and supporting groups of people.
- Ability to cultivate relationships and work with volunteers and community members.
- Successful track record of planning and implementing events.
- Strong language and communication skills.
- Ability to give presentations to large groups.

Individuals interested in applying should send a resume and cover letter highlighting relevant professional experience and other qualifications to Ricardo Martinez at jobs@glsenphoenix.org. Those with experience and qualifications most closely meeting the above outline will be invited for an interview.

The Gay, Lesbian and Straight Education Network (GLSEN) is a national organization which strives to ensure all members of every school community are valued and respected regardless of their actual or perceived sexual orientation and gender identity/expression. GLSEN Phoenix is an accredited chapter of GLSEN, Inc. Its chapter strives to cultivate safe school communities through three key areas: (a) education; (b) student organizing; (c) policy reform and implementation.