



Volunteer and In Kind Donation Coordinator

Posted: November 14, 2023

Deadline: Open until filled

Classification: Regular, Full Time (40 hours), Non-Exempt, In Office

COVID-19 Vaccine Expectation: Candidates must be vaccinated to be considered.

Work Schedule: Monday through Friday, 8:30am to 4:30pm

Salary: \$38,000 to \$41,000 depending on experience

Benefits: Automatic enrollment in Cash Balance Pension Plan paid for by employer (contribution equal to 6-8% of your wages plus interest!) with 20% vesting after 1 year of service, eligible to elect medical, vision, and dental coverage through Partners in Housing's employee benefits plan, eligible to elect Flexible Spending Account (FSA) for pre-tax benefits for medical/vision/dental premiums and Tax Deferred Annuities (TDAs) offered for added retirement savings

Paid Time Off: 14 paid holidays per year, new full-time employees accrue 10 hours of paid discretionary time off every month (accrual rate increases with length of service), also receive 8 hours of paid time for your birthday!

Position Summary:

To assist the efforts of Partners in Housing by promoting the agency through work with volunteers, events, and in kind donations. To build and expand relationships and resources with in kind donors and volunteers by making systems efficient and effective.

Principle Responsibilities:

Full job description details and application are available at <https://partnersinhousing.org/employment-opportunities/>.

Education/Experience:

- Minimum Education: High School Diploma or GED
- A minimum of two years of overall related experience to include volunteer engagement
- Strong communication skills (both written and oral) and good interpersonal behavior skills
- Strong organizational skills
- Data entry skills, preference for donor software
- Ability to work with others in a cooperative manner
- Ability to motivate, activate and organize others
- Ability to be flexible
- Bilingual (English, Spanish) – preferred
- Raiser's Edge donor database experience - preferred
- Knowledge of Colorado Springs social service agencies – preferred
- Ability to effectively convey the mission of Partners in Housing to other individuals and organizations
- Constant Contact, Canva, and Signup Genius experience – preferred
- Must have reliable transportation.
- Must be able to pass drug screen.
- Must be able to meet and receive a criminal records clearance.

If interested, please visit <https://partnersinhousing.org/employment-opportunities/> and click "Apply Online Today".

Partners in Housing is committed to providing a friendly and inclusive environment where each individual is welcomed and respected. Our goal is to assure that all employment and operational actions are based on qualifications and programmatic needs rather than on non-merit factors, and that no one will be denied an opportunity to share in our programs.

All applicants and employees for the Partners in Housing program are considered equally without discrimination on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity, age, physical ability, military or veteran status, or any other characteristic protected under federal, state, or local law.

Partners in Housing has developed this policy to ensure an environment free from unlawful harassment, discrimination, and retaliation. Partners in Housing will make every reasonable effort to ensure that all involved are familiar with this policy and are aware that any complaint in violation of such policy will be investigated and resolved appropriately.