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## Volunteer Coordinator Job Description

**Position Title:** Volunteer Coordinator

**Reports To:** Director of Leadership Enrichment

**Compensation & Time Commitment:** Annual salary is dependent upon experience, with a guaranteed minimum of \$30,000, plus a robust benefits package. Full-time and non-exempt, requires some evenings and weekends

### Organizational Overview

NMCAN partners with young people to build community, promote equity, and lead change. We foster a culture of innovation and collectively organize to create new narratives, practices, and policies that support community-centered care for New Mexico's youth and families. NMCAN has an organizational commitment to address and eliminate racial and ethnic inequities in systems that impact families and young people.

### Overall Job Description

The volunteer coordinator is responsible for cultivating and maintaining a robust volunteer network. NMCAN believes that healthy relationships are critical and essential to the foundation of a healthy transition to adulthood and connecting to community, and relationships must be consistent, safe, and accessible. We strive to build a volunteer program that honors the established relationships that young people have in their community and their lived experiences while also linking them individuals who can support them in new opportunities to achieve young people's goals. We aim to create a volunteer network that builds social capital based on mutual respect, self-reflection, humility, joy, and personal growth. The volunteer coordinator will work closely with NMCAN staff to assist in the overall coordination of services and opportunities to ensure adherence to the organization mission and values of authentic youth engagement, building community, equitable practices that promote race equity, diversity and inclusion, and strengths-based practice.

### Major Responsibilities & Duties:

During the COVID-19 pandemic these duties will require virtual and some in-person engagement with social distancing. The volunteer coordinator works closely with NMCAN staff to collectively support volunteers, young people, and community partners, and works to:

- Conduct recruitment, orientation, training, and screening for mentors, financial coaches, and other volunteers.
- Provide ongoing support and guidance to mentors, financial coaches, trainers, and community partners engaged in volunteer programming and opportunities.
- In collaboration with the community resource coordinator, support matched mentors and financial coaches in navigating and connecting young people to resources in the community.
- In collaboration with the enrichment coordinator, support matched volunteer/young people relationships, including but not limited to, facilitating the matching process, facilitating special events to celebrate these relationships, and ensuring provision of ongoing in-service training for volunteers.
- Support with monthly community meetings to foster relationship building, collaboration, and promote equitable services for young people.
- Foster a climate of collaboration among all NMCAN services and programs.
- Provide leadership support, guidance, and coaching to young people engaged in programming, including emotional and moral support and provide transportation as needed.
- Provide ongoing input, information, and materials (as requested) that support internal and external communication efforts about programming and opportunities.

- Serve as an advocate in the community to ensure that the needs of young people transitioning to adulthood are a priority in the systems designed to support them and the broader community.
- Participate in the continuous quality improvement and data-driven decision-making processes to assess the efficacy of programming and to drive programmatic refinements. Ensure adherence to data collection requirements.
- Provide ancillary support for other NMCAN projects by coordinating with and supporting colleagues as needed or requested.
- Other duties as assigned.

**Minimum Qualifications and Experience:**

At least two years of directly-related experience working with young people. An equivalent combination of education and/or experience may be substituted if it directly relates to the position’s major responsibilities and duties. Preference will be given to candidates with a working knowledge of volunteer coordination as well as experience working with youth transitioning from foster care or juvenile justice systems or who have experienced homelessness. A strong desire to engage in the difficult and transformative work of challenging systems of oppression, institutional and structural racism, and implicit bias is required. A bachelor’s degree in a relevant field is a plus but not required.

**Communication**

- Strong desire and ability to work with youth ages 14 – 26 from diverse racial, ethnic, socioeconomic, and gender diverse communities
- Strong interpersonal skills with the ability to communicate effectively with people from diverse racial, ethnic, socioeconomic, and gender backgrounds
- Strong analytical writing skills and oral communication skills
- Desire to educate the community about the unique issues facing young people transitioning from foster care, juvenile justice, and homelessness

**Commitment to service**

- Ability to build and sustain authentic relationships with racial, socio-economic, and gender diverse communities of young people
- An understanding of the concepts of institutional and structural racism and bias; and a genuine commitment to equity and inclusion
- Enthusiastic and positive attitude about changing systems and community perspectives
- Ability and willingness to work nights and weekends to accommodate young peoples’ and volunteers’ schedules

**Professionalism**

- Strong organizational skills and ability to manage multiple priorities at once
- Ability to work well independently and as a member of a highly integrated and diverse team
- Set priorities, monitor progress towards goals, and effectively track activities and data
- Be able to exercise excellent judgment, decorum, confidentiality, gratitude, and diplomacy in all interactions with internal and external stakeholders
- Demonstrated ability to assess problem situations/conflict, which includes identifying causes, gathering and processing relevant information, generating possible solutions, and making recommendations and/or resolving problems
- Willingness to have authentic and courageous conversations internally with colleagues and externally with partners to enact systems change
- Capacity and willingness to self-reflect

**Skills**

- Ability to work remotely and/or in an alternative workplace
- Knowledge of Microsoft Office applications
- Ability to apply evidence-based practice
- Familiarity and willingness to utilize social media

**Other**

- A valid New Mexico driver's license is required.
- This position is required to undergo an employment background check at the time of hire. Findings do not categorically disqualify a candidate.

To apply, please email a cover letter and resume to [info@nmcan.org](mailto:info@nmcan.org). The cover letter should highlight why you are interested in the position and what makes you a strong candidate. The review of applications will begin on June 11, 2021 and continue until the position is filled. Interviews will occur remotely through Zoom.