

Job Description:

## Volunteer Coordinator

(volunteer - 20 hours per month)

We are looking for a Volunteer Coordinator to attract, retain, and support volunteers to advance SLO Climate Coalition's vision, mission, and goals.



This role will **report to the Director of Human Resources.**

### RESPONSIBILITIES

- Leading and facilitating the process for recruiting volunteers including leadership team members and volunteers
- Leading and facilitating the process for onboarding new members and volunteers and integrating them into project work
- Leading and facilitating the process of reengaging members and volunteers who have become inactive
- Build and manage Volunteer Counselor team
- Supporting members and volunteers throughout their journey with the SLO Climate Coalition
- Tracking volunteer metrics, including status of placement and meeting/event attendance.

### SKILLS AND QUALIFICATIONS

- Committed to the SLO Climate Coalition Vision, Mission, and Values
- Able to build relationships and facilitate connections to successfully activate volunteers
- General familiarity with/ability to learn online collaboration and management tools/platforms, including Gmail, Google Drive, Slack, MailChimp, LinkedIn, and VolunteerMatch
- Ability to thrive and adapt in nonprofit or start-up environments
- Understands concepts and practices related to cultural competency
- Appreciates the importance of flexibility and respect working with diverse communities and individuals
- Excellent ability to listen and communicate effectively, written and spoken.
- Ability to work collaboratively
- Presentation, facilitation, and training experience desired

Our ideal candidate would be organized, an effective communicator, have an available and flexible schedule, be a self-starter and a self-manager, and have basic knowledge of climate change and climate action practices.

Applications can be submitted by going to: <https://forms.gle/sTVxy7QZuwygVWAC8>

**Our Vision and Mission:**

The SLO Climate Coalition is a community organization committed to creating a vibrant, just, and climate-resilient Central Coast. Our mission is to bring together community expertise, creativity, and resources to champion high impact regional climate solutions that inspire other communities to do the same.

For more information about the SLO Climate Coalition please visit our website at <https://carbonfreeslo.org/>