

Job Title	Volunteer and Community Engagement Coordinator
Employer/ Agency	DePelchin Children’s Center
Job Description	<p>The Volunteer and Community Engagement Coordinator will execute the volunteer services and community engagement efforts that support the children and families in DePelchin’s care. This position will oversee the day-to-day operations of the volunteer program and the in-kind collection drives and distributions. The Volunteer and Community Engagement Coordinator will elevate DePelchin’s presence in the community by representing DePelchin at events and speaking engagements in addition to supporting the Friends of DePelchin and other auxiliary groups, with a focus on consistent communication, engagement opportunities and fundraising.</p> <ol style="list-style-type: none"> 1. Oversees the day-to-day operation of the volunteer program, including training and oversight of volunteer projects, maintaining volunteer applications, background checks, evaluations, and tracking of volunteer service hours. 2. Leads volunteers in the execution of regular projects, Days of Caring, and large-scale projects including the School Supply Drive and Holiday Project. 3. Coordinates engagement opportunities, communication pieces, and additional events for auxiliary groups, including Friends of DePelchin, the organization’s young professional society. 4. Oversees the center’s collection and distribution of in-kind donations. 5. Plans and promotes donation drives to engage a larger audience of donors.
Qualifications	<p>Required Qualifications:</p> <ul style="list-style-type: none"> • High School Diploma. <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • One (1) year experience in volunteer management, program development or special event planning. • Bachelors degree a plus. • Certified Volunteer Administrator (CVA) a plus. <p>Knowledge, Skills, and Abilities:</p> <ul style="list-style-type: none"> • Knowledge of Fundraising practices. • Persuasive, clear, and strong oral and written communication skills. • Ability to stay organized while executing multiple projects. • Ability to network effectively and cooperatively with diverse populations. • Ability to perform effectively in public speaking and presenting to

	groups.
Salary/Hours	Full-Time
City, State, Zip	Houston, TX
Application Method	Apply Here: https://depelchinchildrenscenter.applytojob.com/apply/N8CjuUZVNx/Volunteer-And-Community-Engagement-Coordinator
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.