



YWCA Northeast Kansas Volunteer and Administrative Coordinator

YWCA Northeast Kansas seeks a Volunteer and Administrative Coordinator to recruit volunteers, organize office administration and procedures, and give a voice to the YWCA mission of eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. Working closely with the CEO and program directors, this position ensures organizational effectiveness, efficiency, and safety of our volunteer programs and administrative operations.

The ideal candidate is a collaborative self-starter who can take initiative as well as work in groups. This person must be exceedingly well organized, flexible and enjoy supporting an office and volunteer team of diverse people.

Job Classification: This is a full-time exempt position, work schedule to be mutually agreed upon paying \$26,000 - \$27,000 annually.

Reporting Relationship: Reports to Business Manager and Resource Development Director.

Requirements

- Excellent written, verbal skills and attention to details
- Excellent computer skills including MS Word, Excel and Powerpoint
- Proficiency in the use of databases and report generation and writing
- Curiosity and enthusiasm for working with volunteers and staff
- Ability to solve problems creatively
- Strong interpersonal skills, patience, persistence and a sense of humor
- Bilingual/bi-cultural in English/Spanish is a plus

Responsibilities

- Serve as the point person for office and equipment maintenance, mailing, supply shopping, equipment inventorying, and errands
- Organize and schedule committee meetings and appointments, maintain organization calendar, room reservations, and events in the building

- Partner with Business Manager and Resource Development Director to assist in administrative, volunteer, and outreach projects
- Assess the current state of YWCA's effort in reaching, selecting, supporting, and tracking/measuring volunteer efforts to improve the effectiveness and sustainability of our volunteer program.
- Organize office operations and procedures while managing contract and price negotiations with office vendors, and service providers.
- Provide general support to visitors and volunteers.
- Write volunteer task descriptions and provide orientation and training to front desk volunteers. Perform additional responsibilities as assigned.
- Collaborate with program directors to ensure programs' volunteer needs are being met and actively promote volunteer opportunities throughout the community
- Actively promote and support the organization's mission and vision.

Physical Demands

- Must be able to sit for long periods of time.
- Must be able to work at a computer monitor for long periods of time.
- Must be able to lift 40 lbs.

Candidates should support the mission of the YWCA: elimination of racism and empowerment of women; demonstrate multi-cultural competency and the ability to work with diverse populations. People of color and individuals bilingual/bi-cultural in English/Spanish are encouraged to apply.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, disability or veteran status.