

**Volunteer Position Description**

**Volunteer Coordinator**

**MAVA Overview:**

The Minnesota Association for Volunteer Administration (MAVA) connects, educates, strengthens and advocates for volunteer engagement leaders and their organizations to positively impact communities*.* MAVA has over 700 members statewide. MAVA works to build capacity for hundreds of organizations and government entities.

MAVA seeks to benefit from diversity of volunteer backgrounds, skills sets and knowledge base.

**Position:** Volunteer Coordinator (volunteer)

**Purpose of Position:** This position involves recruiting volunteers for MAVA committees, annual meeting, professional development events and annual state conference.

**Accountable To:** MAVA Executive Director

**Responsibilities:**

* Post openings on MAVA website, Handson Twin Cities, VolunteerMatch and elsewhere for volunteer position openings on membership, finance, conference, public policy and professional development committees.
* Post openings as described above for volunteers needed for annual meeting, professional development and the annual conference.
* Work with MAVA membership manager to post all volunteer openings on social media.
* Reach out to participants of the events described above to see if they can volunteer at the event.
* Post volunteer needs on MAVA Voice and in the weekly eblast.
* Attend 1-2 volunteer fairs on behalf of MAVA.
* Reach out by phone and email to potential volunteers.
* Facilitate the volunteer interview in conjunction with the committee chair or staff person.
* Assure that all volunteers complete the volunteer application process and submit their volunteer hours online.
* Communicate with all committee heads and staff to determine volunteer needs.
* Create job descriptions along with committee chair or staff person.

**Skills needed:**

* “Can do” approach
* Proactive and organized
* Interest in nonprofits or the field of volunteer engagement

**Benefits:**

* Build your business development and fundraising portfolio
* Professional experience; letters of recommendation
* Use your creativity to promote volunteerism across Minnesota
* Free MAVA membership while volunteering, including discounts on MAVA-sponsored events. Visit [www.mavanetwork.org/joinus](http://www.mavanetwork.org/joinus) for membership benefits.
* Transportation stipends may be available
* Work remotely; some work from MAVA office may be needed

**Time commitment:** Minimum 5 hours/week

**People of Color are encouraged to apply.**

**Send resume and/or letter of interest to** [**kbulman@mavanetwork.org**](mailto:kbulman@mavanetwork.org)