



United Way of Northwest Vermont

Join one of the Best Places to Work in Vermont. United Way of Northwest Vermont is hiring an Volunteer Programs Associate to join our Volunteer Mobilization team. This new position works with the Foster Grandparent and RSVP volunteer programs as part of the Community Impact Department to provide high-quality customer service to our volunteers while managing the day-to-day administrative work required of a high-performing and collaborative team.

We invite you to bring your unique experience to the Americorps Seniors team. In this role, you will:

- Complete the day-to-day administrative work for the programs.
- Assist with volunteer recruitment efforts.
- Provide event support for volunteer training and volunteer recognition events.
- Support the creation and distribution of various written communications.

At UWNWVT, our mission is to build a stronger Northwest Vermont by mobilizing our community to improve people's lives. Our wide range of employee benefits reflects that commitment by investing in the overall well-being of our staff. We actively foster an inclusive and welcoming culture and offer benefits that support overall health and well-being.



**United Way of
Northwest Vermont**

POSITION TITLE: Volunteer Programs Associate

EMPLOYMENT TYPE: Part-time, non-exempt (20 hours per week)

REPORTS TO: AmeriCorps Seniors Program Managers

Rate of Pay: \$19.00/hour

PURPOSE OF POSITION

The Volunteer Programs Associate provides administrative, communications and event support for the Northwest Vermont RSVP and Foster Grandparent programs at United Way of Northwest Vermont. In addition, this role will assist in maintaining excellent relationships with the 200+ volunteers, nonprofits, community organizations, and businesses we serve.

KEY RESPONSIBILITIES

Key responsibilities for this role include but are not limited to:

Administrative Support

- Complete the day-to-day administrative work for the programs.
- Support program data collection and management, including survey distribution, data entry, and reporting.
- Assist with financial duties, including expense/income tracking and coordination of in-kind documentation.
- Maintain digital and physical filing systems in compliance with document retention standards.

Volunteer Coordination

- Assist with volunteer recruitment efforts.
- Provide event support for volunteer training and volunteer recognition events.

Communications

- Support the creation and distribution of various written communications, including program newsletters and volunteer recruitment postings.
- In collaboration with the UWNWVT marketing team, manage the program's social media pages.

SUPERVISION

This role has no direct supervisory responsibilities but will work closely with other program staff and volunteers.

QUALIFICATIONS

- Demonstrated knowledge and experience with administrative and office tasks.
- Ability to manage multiple tasks and take the initiative on day-to-day work and projects.
- Proficiency with Microsoft Office Suite is required, and experience with volunteer management databases (or similar relationship management databases) is preferred.
- Strong written and oral communication skills.
- Organized and detail-oriented.

APPLICATION INSTRUCTIONS

To apply, candidates should send via e-mail a resume and cover letter by June 2, 2023 to: hire@unitedwaynwvt.org. More information is available on our website.