



## **JOB DESCRIPTION**

### **Volunteer Coordinator for EPIC -Y**

#### **About The Ladies of Hope Ministries**

[The Ladies of Hope Ministries](#) (**The LOHM**) is an organization whose mission is to help disenfranchised and marginalized women and girls transition back into society through resources and access to high-quality education, entrepreneurship, spiritual empowerment, advocacy, employment, and housing. The way we fulfill our mission is through our many different expansive programs.

#### **Position Overview**

The Volunteer Coordinator's responsibilities include developing a volunteer program for community members under age 24, who want to volunteer and join The LOHM EPIC Movement to: End Poverty & InCarceration of women and girls. The Coordinator will be responsible for recruiting and training new volunteers, keeping a database of volunteer information and skills, matching volunteers to opportunities that suit their skills, keeping volunteers informed, and conveying the organization's purpose to the public. A successful Volunteer Coordinator should be meticulous about keeping records, passionate about volunteer work, and uphold the values of our organization while ensuring the comfort of our volunteers.

#### **Volunteer Coordinator Responsibilities:**

- A detail-oriented and focused Volunteer Coordinator responsible for oversight of our EPIC-Y volunteers and volunteer opportunities.
- Recruiting, training, and supervising new volunteers.
- Collecting volunteer information, availability, and skills; maintaining an up-to-date database.
- Navigate and use marketing tools such as outreach programs, emails, and volunteer databases.
- Keep new and existing volunteers informed about the organization and volunteer opportunities.
- Match volunteers to opportunities that suit their skill sets, ensure they understand their responsibilities and receive the proper training.
- Organize and facilitate effective on-the-job training.
- Balance schedules and maintain records of volunteers' work.
- Prepare codes of conduct and operating procedures to uphold the organization's values.
- Ensure the organization's purpose is conveyed to the public.

#### **Qualifications**

**The LOHM seeks the ideal candidate with the following qualities and skills.**

- Recent college graduate of no more than 2 years or anticipated graduation in May 2021.
- Located in and desires to serve the New York City Metropolitan Area.
- Experience in volunteering with a strong commitment to social justice.
- Working knowledge of databases.
- Excellent communication and interpersonal skills.
- Excellent organization and team-building skills.
- Proficient in Microsoft suite (Microsoft Outlook, Word, PowerPoint) and Adobe Acrobat.
- Knowledge of web-based meeting platforms (Zoom, GoToWebinar) and database management systems (Salesforce).



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#### **How to Apply**

Submit a detailed cover letter describing your interest and qualifications, resume, and a development writing sample to [hr@thelohm.org](mailto:hr@thelohm.org). Please add the **Volunteer Coordinator for EPIC-Y** in the subject line.

No phone, email, or fax inquiries on submissions. Qualified applicants will be contacted for an interview.

The Ladies of Hope Ministries is an Equal Opportunity / Affirmative Action Employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, religion, national origin, citizenship, age, sex, disability, sexual orientation, gender identity, gender expression, military status, marital status, familial status, caregiver status, predisposing genetic characteristics, veteran or active military service member status, pregnancy, arrest or conviction record, unemployment status or any other characteristic protected by applicable law.

The Ladies of Hope Ministries values diverse experiences. People with a prior criminal legal system or immigration detention history are encouraged to apply. We depend on a diverse staff to carry out our mission.