

Volunteer Strategist- AmeriCorps Member

Position Title: Volunteer Strategist

Location: 6490 Broadway, Merrillville, IN 46410

Term: 1700 hours (September 2022-July 31, 2023)

Living Stipend up to: \$16,502

Education Award: \$6,495

AmeriCorps, a US government service program, is provided by United Way of Northwest Indiana in Lake, Porter, LaPorte and Marshal counties to support community need in the areas of nonprofit and school district support services.

AmeriCorps Community Navigators serve at area nonprofits providing needed support to clients and building up programming.

AmeriCorps service terms varies and come with a living stipend and college education scholarship. Service term is September 2022-July 2023 (46 weeks). Serving 35-40 hours a week.

Salary: up to \$16,502

Benefits:

- Living Stipend, up to \$16,502
- Paid Training
- Student Loan Forbearance
- Education Award Scholarship (up to \$6,495 upon successful completion of the program)

Requirements:

- 18 years of age at beginning of service
- Have a high school diploma or an equivalency certificate (or agrees to obtain a high school diploma or its equivalency)
- US Citizen, US National or Lawful Permanent Resident Alien of the US
- Successfully pass AmeriCorps' National Service Criminal History Check

Department: Development

Reports To: VP Development & Communications

Summary

The Food Bank of Northwest Indiana has a robust volunteer program hosting more than 4,000 volunteers annually. This is a new role that supports multiple departments and initiatives while promoting and advancing the mission of the organization. The role requires an individual who is enthusiastic and passionate about the work of the Food Bank of NWI to address hunger and food insecurity. The role is responsible for strategizing and developing all aspects of volunteer recruitment, engagement, training, management, cultivation, and retention. This position reports to the VP Development & Communications and the Volunteer Coordinator and works closely with Operations & Programming.

Essential Duties & Responsibilities

- Collaborating with the Volunteer Coordinator
- Leading aspects of volunteer coordination
- Assisting in the recruiting, training, and supervising of new volunteers daily for operations, programming, special events, and other initiatives
- Assisting in the management of departmental volunteer needs
- Assisting in matching the needs of the Food Bank of NWI with volunteer skillsets
- Assisting in the collection of volunteer information, availability, and skills, and maintaining an up-to-date database
- Using marketing tools such as outreach programs, e-mails, and volunteer databases
- Keeping new and existing volunteers informed about the organization and volunteer opportunities
- Assisting in the preparation of codes of conduct and operating procedures to uphold the organization's values
- Assisting in the organization's marketing and communication strategies
- Assisting in the organizing, tracking, and reporting volunteer data, as required for reports, grants, etc.
- Assisting in the cultivation of community partnerships
- Assisting in the creation of organizational archives
- Assisting with volunteer orientation and on-going training

QUALIFICATIONS

- Bachelor's degree
- Professional work experience
- Proficiency in use of computers with Windows based systems (Word, Excel, etc.)
- Ability to lift 50 pounds
- Excellent written, oral, and training skills
- Ability to work with all departments
- Valid, unrestricted driver's license with insurable clean driving record
- Strong organizational and time management skills with emphasis on accuracy and attention to detail
- Ability to manage multiple tasks, work under pressure, meet deadlines

- Ability to problem solve
- Ability to work independently and in a dynamic team environment
- Operate motorized and non-motorized material handling equipment in a safe manner
- Ability to maintain good relationships with coworkers and clients
- Flexible schedule for evening and weekend availability