



Position Title: Volunteer Engagement Coordinator

Area: Columbus, Ohio

About Junior Achievement of Central Ohio

At Junior Achievement of Central Ohio (JA), we imagine a future where each new generation is inspired and prepared to achieve personal success in their careers and lives. We bridge the gap between education and work for central Ohio K-12 students by creating environments and experiences where students discover their potential, identify their talents and interests, and explore pathways for their future. Because of JA programming, central Ohio students are better prepared to achieve personal success – no matter the socio-economic conditions from which they ascend.

Full or Part Time: Full-Time

Exemption Status: Exempt – Salary

Reports To: Volunteer Engagement Officer

Impact (Job Summary)

The Volunteer Engagement Coordinator is responsible for implementing strategies to retain JA's current volunteer base, to help volunteers understand, select and prepare for volunteer opportunities, and to generate measurable and sustainable growth in volunteers for the organization.

Primary Responsibilities (Required)

- Work collaboratively across departments to achieve organizational goals
- In partnership with the Volunteer Engagement Officer, the Programs team, and the Development team to develop and implement strategies for outreach to our existing volunteer base
- In partnership with the Volunteer Engagement Officer and Programs Team, and the Development team to develop and maintain relationships with existing volunteers
- Identify and develop potential new volunteer partners, including community/civic service organizations, religious groups, etc
- Track, report and maintain volunteer information via database and other online platforms/tools
- Present volunteer opportunities in one-on-one, small group, and large group settings
- Implement volunteer training and communication tools and strategies.

Qualifications (Required)

- High School Diploma Required
- Minimal qualifications required a Bachelor's degree or equivalent combination of education and experience
- One-Two years of related work experience, volunteer engagement, sales, or program management
- Demonstrated ability to create and execute strategy to achieve desired results
- Excellent organization, written and oral communication skills
- Ability to work independently and in a team environment
- Ability to multi task and adapt in a fast paced frequently changing environment

Qualifications (Desired)

- Experience recruiting/managing volunteers
- Experience creating training materials and/or training people
- Experience working within a database/summarizing data
- Experience participating in lots of community events

Application Process

- Send Resumes to careers@jacols.org