



## **Position: Volunteer Coordinator**

**Benefits in Action** is a non-profit organization in Colorado dedicated to the understanding, access, and utilization of health-related benefits to enhance health and wellbeing of those in the community. In 2018, Benefits in Action provided services to nearly 2500 individuals by assisting them with Medicaid, Medicare, Connect for Health, and food assistance.

**About the role:** Benefits in Action is looking for a well-versed Volunteer Coordinator to recruit and manage volunteers for multiple projects. In this position you will be responsible for allocating responsibilities and retaining the best volunteers. We are looking for a strong leader to succeed in this role. This person should know how to distinguish talent and do everything possible to motivate and inspire. This position requires someone that must possess excellent organizational skills and ability to communicate with people from diverse backgrounds and experience. The goal is to ensure that our organization is always staffed with the best and most reliable volunteers, and that they are correctly utilized for the fulfillment of our mission. Currently we have 5 different programs that require 20-25 volunteers each to ensure there is coverage and will meet goals that have been established.

## **Key Responsibilities:**

- Source and recruit volunteers through various techniques (databases, e-mail, social media etc.)
- Collect information on schedules and skills
- Arrange for appropriate volunteer training
- Produce schedules for everyday activities
- Assign responsibilities to the right people for special events
- Coordinate teams of volunteers for special opportunities
- Communicate frequently with volunteers to ensure they are satisfied and well-placed
- Disseminate information for upcoming trainings, events, and opportunities
- Keep detailed records of volunteers' information and assignments
- Ensure the mission of Benefits in Action and our programs and services are clearly communicated

## **Education/ Work Requirements:**

- Bachelor's and or master's degree in Healthcare Management, Social Work, Human Services or related field and/or work experience preferred
- 2 years' work experience in a related field
- Knowledge of HIPAA practices
- Proven experience as volunteer coordinator or similar position
- Experience in volunteering locally and/or internationally
- Experience in recruiting volunteers through various channels
- Working knowledge of databases and MS Office (especially Excel)

## **Other Required Strengths:**

- Demonstrated experience working with diverse populations



- Strong computer skills and program proficiency
- Strong written and verbal communication skills
- Strong organizational, logistical and time management abilities
- Ability to manage multiple projects at one time
- Ability to work with individuals and organizations at all levels
- Ability to be flexible and work on a passionate team
- Willingness to jump in where needed (we're a small team)!
- Maintains a valid driver's license and adequate insurance for transportation to meetings/appointments
- Experience with Microsoft 365 and SharePoint preferred
- Bilingual (Spanish/English) preferred

**Position Type/ Work Schedule:** This is a full-time, non-exempt position, requiring occasional evening and weekend work and the ability to be flexible and responsive to emergent needs of Benefits in Action

**Compensation & Benefits:**

- \$37,000 – 43,000 annually (depending on experience)
- Benefits are Medical/Dental/Vision/Life Insurance/Short- and Long-Term Disability/LifeLock/Telehealth and 401k
- Position is eligible for paid time off benefits (holiday/sick/vacation)

**How to Apply:** If you are interested in the role, please apply by sending a resume and cover letter to [anguyen@benefitsinaction.org](mailto:anguyen@benefitsinaction.org)

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