

Volunteer and Events Coordinator

Job Overview

The Volunteer and Events Coordinator is responsible for bringing warm hospitality, exceptional customer service, and an unforgettable donor and volunteer experience to Lubbock Area United Way's volunteer engagement and event management. This role leads the annual coordination of four well-established, signature events: the Annual Campaign Kickoff, the Mid-Campaign Luncheon, the Campaign Celebration, and the Annual Meeting and Volunteer Recognition, with other events throughout the year. The Volunteer and Events Coordinator recruits, motivates, and works closely with volunteers and staff to achieve the organization's annual and long-range fundraising goals.

Essential Duties and Responsibilities include:

1. Be responsible for coordinating and managing all volunteer program activities within the organization, including the Loaned Executive Program, Program Review, Speakers' Bureau, and United We Read.
2. Coordinate volunteer training and orientation programs, including Program Review orientation, Loaned Executive training, Speakers' Bureau training, and Campaign Coordinator training.
3. Act as the primary contact for the United Way Speakers' Bureau, scheduling all speaking engagements, communicating with volunteers, and following up as necessary.
4. Work with the Vice President of Business Development to create and implement a Campaign Coordinator engagement program.
5. Work with the Marketing and Communications Director to plan all signature events, including the Annual Campaign Kickoff, the Mid-Campaign Luncheon, the Campaign Celebration, and the Annual Meeting and Volunteer Recognition. Manage all logistics for these events, including contract negotiation, event timelines, vendor coordination, and guest reservations, and volunteer recruitment for event execution.
6. Work with the Vice President of Business Development to plan the LIVE United Golf Tournament. Manage logistics for the event, including event timeline, vendor coordination, and volunteer recruitment.
7. Assist in the planning and implementation of new volunteer programs and events as necessary.

The most qualified candidate will:

- Have an associate degree or some college; a high school diploma or GED and a minimum of three years related experience and/or training in volunteer and event coordination; equivalent combination of education and experience.
- Be proficient in Microsoft Excel, Word, and Outlook.
- Have effective verbal, listening, writing, and communication skills.
- Be able to prioritize and meet deadlines.
- Be able to work well with others at all levels.
- Be highly proficient in computer skills, including all Microsoft Office products.
- Have attention to detail with a high level of accuracy.
- Be able to manage multiple projects and volunteers.
- Be able to plan and work cooperatively as a team member.

Benefits

At Lubbock Area United Way, you matter as an individual. United Way provides excellent health care insurance. Our health plan provides support for your physical and mental health including telemedicine.

Along with our health benefits, we also offer Paid Holidays and Paid Time Off (PTO), which allow our employees to take vacation and health time as they see fit to find harmony between life and work.

Saving for retirement? Don't worry. We offer a very generous retirement plan.

Job Type: Full-time**Pay: Dependent on education and experience**

If you are interested, please email a cover letter and your resume to Libby Linker at llinker@unitedway-lubbock.org.