



## **VOLUNTEER COORDINATOR OPPORTUNITY**

### **ABOUT NJISJ**

Founded in 1999, by Alan and Amy Lowenstein, the New Jersey Institute for Social Justice (NJISJ) is an urban policy research and advocacy organization dedicated to the advancement of residents of New Jersey's inner city communities through research, policy analysis, community education, advocacy, facilitating government-private-nonprofit partnerships and implementation of demonstration projects. NJISJ seeks to challenge the barriers that constrain inner cities and the residents from achieving their full potential. Our activities are currently framed within three initiatives: economic opportunity, focusing on barrier to employment and business opportunities; equal justice, addressing the impact of the state's criminal justice policies on inner city residents and communities; and regional equity, challenging structural disparities in access to housing and financial services.

### **GENERAL DESCRIPTION**

The NJISJ seeks a dynamic individual to serve as the organizations inaugural Volunteer Coordinator. The Volunteer Coordinator is responsible for the design and implementation of the NJISJ volunteer program as well as the supervision and coordination of volunteers. The ideal candidate will be a self starter, well-organized and have excellent collaborative, presentation, and written and oral communication skills. Must be a team player and have an outgoing, solution-oriented personality.

This unpaid position is expected to require up to 30 hours per week. NJISJ asks that candidates be willing to commit to 30 hours per week for no less than 6 months. This position reports to the Director of Administration and Human Resources.

### **QUALIFICATIONS**

The Volunteer Coordinator should have the following skills and experience:

- The ability to communicate with, supervise and empower volunteers to be effective in their roles.
- Experience with volunteers.
- The ability to work cooperatively with different types of personalities.
- Knowledge and understanding of social justice issues.
- Proficiency in the Microsoft Office suite of software.
- Commitment to NJISJ goals and mission.

## **RESPONSIBILITIES**

- Conduct recruiting, screening, interviewing and training of new volunteers.
- Oversee performance of volunteers.
- Help develop identify volunteer opportunities and generate volunteer job descriptions.
- Assign appropriate volunteers.
- Assist existing staff as necessary to develop and implement projects engaging volunteers.
- Provide assistance and consultation for volunteers as needed and when requested.
- Maintain volunteer files in office.
- Attend staff meetings and assist in the evaluation of the volunteer program.
- Schedule and conduct volunteer in-service trainings.
- Schedule and conduct volunteer appreciation events.
- Complete volunteer time sheets and supporting narrative reports.
- Coordinate public relations with the purpose of recruiting volunteers and increasing public awareness of NJISJ and its goals and activities.

Benefits: Working as a critical part of the NJISJ team on policy and program solutions to social problems. Institute training and speaking opportunities are available.

## **APPLICATION PROCEDURE**

Applicants should submit a cover letter with a resume to the address below. Note that a background check and three work-related references are required of all volunteers.

Kelly Dougherty  
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