VOLUNTEER COORDINATOR

POSITION: This is a part-time, short-term project position, to run from October 15, 2019 through December 15, 2019, with an average of 10 hours per week anticipated.

OVERVIEW: Indivisible Asheville/WNC ("Indivisible AVL") is a nonprofit grassroots group led by an all-volunteer steering committee and operating as a 501(c)(4). The organization has recently applied for and received a mini-grant from the national nonprofit organization America Votes for the purpose of expanding and strengthening our base of volunteer-driven community organizing. The purpose of this grant-funded position is to help our group set up and manage a volunteer management system, using a cloud-based software program selected by the Indivisible AVL steering committee. Our biggest organizational challenge since the group was launched in November of 2016 has been effective volunteer recruitment and management. With grant funds to purchase a software license and pay for the help of an experienced volunteer coordinator, our goal is to create a volunteer database and management system that a member of our volunteer-run leadership team will be able to use easily and efficiently going forward. At this time, there is no expectation of paid work after this project position ends.

DUTIES AND RESPONSIBILITIES: The immediate goal will be to set up a volunteer database, customizing a volunteer software platform such as Volgistics, and developing a process for recruiting and managing volunteers to support our 2020 voter outreach plans. Our key voter outreach effort will be monthly non-partisan canvassing, starting in December of 2019 and running up to the 2020 election.

The primary duties of the Volunteer Coordinator will be to:
- Work with the Indivisible AVL Steering Committee to set up and customize a licensed software system to fit the needs of the organization
- Set up information on current and new volunteers in the new system
- Develop recommended procedures for gathering and inputting information from new volunteers
- Create a recommended system of volunteer communications and follow-up
- Develop an effective tracking system for reaching and following up with volunteers interested in providing occasional or ongoing organizational support (such as help with communications, social media, accounting, events, etc.)

QUALIFICATIONS:
- Experience with nonprofit volunteer management
- Working knowledge of volunteer database software, and proven ability to learn new software systems
- Strong interpersonal and oral and written communication skills
- Demonstrated ability to represent an organization effectively and to seek out and place volunteers' interests and skills within the context of the organization's current and future needs
- Ability to work independently as well as with part of a team
- Experience with Microsoft Office products
- Demonstrated initiative and commitment to achieving results
- Familiarity with progressive grassroots organizing
- Commitment to Indivisible AVL's mission and goals
- Understanding of non-partisan issue-based canvassing and voter engagement, or the willingness to learn

ACCOUNTABILITY: The Volunteer Coordinator will report to the Indivisible AVL Steering Committee. Attendance at the November 7 and December 5 Steering Committee meetings is expected.

WORK SPACE AND SCHEDULE: Work for this project will be performed off-site. Indivisible AVL does not have office space and is not able to provide a computer or internet access. Since there is no fixed schedule, and the software system is cloud-based, the Volunteer Coordinator will be free to schedule tasks as desired. Work must be completed by December 15, 2019.

COMPENSATION: Grant funds are available to cover an average of 10 hours per week, not to exceed 100 hours from start date to completion date of December 15, 2019, at the rate of $20 per hour. Hourly compensation to be issued in two monthly payments, on November 15 and December 15. The Volunteer Coordinator will be paid as a 1099 contract employee and will be responsible for federal and state taxes.

TO APPLY: Submit a resume and letter stating why this project is a good match for your interests and skills by Monday, October 14, 2019, to info@indivisibleavl.org.