



June 8, 2011

## **Job Posting for a Volunteer Coordinator for North Carolina Interfaith Power & Light**

NC IPL wishes to hire a half-time, contract employee to augment our volunteer program. The goal for this position is to develop a vibrant, engaged, well trained volunteer base statewide which can work with staff and steering committee members to promote NC IPL programs in congregations and support NC IPL advocacy. Initially, the person in this position will work to pilot a streamlined Regional Partner Group model modified from the framework developed in 2009.

### **MAJOR RESPONSIBILITIES AND TASKS**

- Recruits, trains and coordinates the activities of the organization's volunteers
- Maintains volunteer database
- Nurtures volunteers to improve their connection to the organization
- Identifies work throughout the organization that can be accomplished by volunteers and promotes their services
- Recognizes volunteer service on a regular basis, both formally and informally
- Identifies leaders among the volunteers and recruits them for additional responsibility
- Performs outreach and serves as liaison to new and engaged congregations
- Assists with event coordination and publicity
- Participates in weekly staff meetings (by skype) and quarterly Steering Committee meetings (by phone or in person)
- Participates in development of educational materials
- Participates in critical evaluation of volunteer programs' effectiveness and contributes to change that improves outreach and effectiveness

### **QUALIFICATIONS AND REQUIREMENTS**

- Excellent English written and verbal communication skills
- Proficient in basic computer use, video skype, microsoft office including Word, PowerPoint and Excel
- Undergraduate degree from accredited four year institution
- Experience managing database and basic website maintenance (desired)
- Proficiency in Spanish or second language (desired)
- Triangle based (strongly preferred)

### **JOB CHARACTERISTICS**

- 20 hours per week, flexible schedule, contract position, no benefits
- Hourly wage commensurate with experience and qualifications
- May work remotely with access to high speed internet and telephone connections
- Laptop and phone provided by NC IPL for duration of employment

**TO APPLY SEND RESUME TO [KATHY@NCIPL.ORG](mailto:KATHY@NCIPL.ORG).** You will receive an e mail receipt.