



CASA LATINA JOB ANNOUNCEMENT

Position: Volunteer Specialist

Location: Seattle, WA

Reports to: Education Coordinator

Posting Date: November 17, 2021

Casa Latina is a social justice organization, supporting Latino immigrant employment rights and working towards more equitable living and working conditions.

We seek an outgoing and flexible individual with excellent interpersonal skills to be our next **Volunteer Specialist**. The Volunteer Specialist serves as the point of contact between all volunteers and the robust programmatic needs within the organization. The Volunteer Specialist engages, supports and guides volunteers to ensure a mutually beneficial relationship between the volunteers and needs of the organization. This is a **part-time position** that reports to the Education Coordinator.



Our ideal candidate is an excellent communicator who welcomes individuals into the work of a social-justice organization; is highly adaptive and willing to learn from new and challenging situations; can productively collaborate with others while bringing creative, solution-oriented ideas forward; and is motivated to be part of an important social movement that empowers the Latino community to participate more fully in the economy and democracy of this country.

As Volunteer Specialist, you will:

- Serve as first point of contact and connect prospective volunteers and interns with the appropriate Casa Latina programs.
- Work closely with all program and department managers to ensure that
 - Volunteer positions are sufficiently filled to meet identified needs and
 - Volunteers enjoy a positive experience
- Provide adequate orientation, training and support for volunteers and interns, in coordination with Day Worker Center program coordinators, on an ongoing basis.
- Establish and maintain partnerships with local schools, faith communities, service organizations, and businesses that connect Casa Latina with potential volunteers.
- Collaborate with Casa Latina's resource development department to identify and cultivate volunteers as potential donors to Casa Latina.
- Work with the development department to support volunteer participation in fundraising efforts. Play a key role the major annual fundraising event.
- Coordinate Volunteer recognition and training events.
- Engage with existing volunteers on a regular basis and provide feedback and additional guidance as needed
- Maintain ongoing communications with volunteers through email, phone and Videoconferencing.
- Participate in special event planning for members and participate in community events as needed
- Expand the program through relationships, training, and innovative tactics

At Casa Latina, you will be part of a collaborative work environment and warm community atmosphere. The program participants and people you serve are on-site, where you can see the impact of your work every day. We own a three-building campus, conveniently located in Seattle's historic Central District with excellent public transportation options and free parking. **This position is required to work three times a week in our Seattle office.**

Desired Qualifications:

- At least one year experience supervising and/or coordinating volunteers or related management experience.
- Strong administrative and organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with stakeholders including workers, staff, board, external partners, and donors.
- Flexible and able to work independently, take initiative, and prioritize.
- Knowledge of social justice and the immigration and labor movements.
- Bilingual Spanish-English preferred
- Must have a positive attitude and the ability to work well with diverse groups of people.
- Advanced skills in Microsoft Office programs including Outlook, Excel, Word and SharePoint, as well as Google Docs.
- Familiarity with Blackbaud products, such as eTapestry, a plus.
- Ability to grow and structure volunteer positions based upon the changing needs of Casa Latina.
- Strong sense of initiative, vision and resourcefulness.

Compensation: Between \$21.22 to \$22.29 per hour depending on experience. **This is a part-time, non-exempt position regularly scheduled to work approximately 20 hours a week**, with opportunities for additional hours for special events and programs. This position is part of the staff bargaining unit represented by OPEIU Local 8.

Generous benefits: Paid vacation and sick time, 11 paid holidays plus 6 additional personal holidays per year, and the week between Christmas and New Year's off, medical, dental, retirement (a percentage of retirement contributions will be matched by the employer after one year of employment), ORCA card, and available training funds to continue developing your skills.

Application process:

Applicants please send:

- 1) **Cover letter** describing your qualifications and interest in this specific position.
- 2) Your **resume**.
- 3) Please also tell us where you heard about the job.

Send applications to careers@casa-latina.org with the subject line "**Volunteer Specialist.**"

**Casa Latina is an affirmative action employer. People of color, women, immigrants, people with disabilities, people of any sexual orientation or gender identity, and people with low-income backgrounds are encouraged to apply.*