Volunteer Engagement and Events Coordinator

Jewish Social Services of Madison

Jewish Social Services of Madison is seeking a volunteer engagement and events coordinator.

Jewish Social Services (JSS) of Madison, is a local agency rooted in Jewish values. We are committed to pursuing justice, social equality, and caring for others. We serve people of all ages, religions, races, ethnicities and backgrounds. We provide services for seniors, immigrants and refugees, and individuals and families under stress. We are a small, but multi-faceted agency.

You have a great opportunity to provide positive experiences for volunteers (individuals and groups) and to develop and implement interesting and varied social and educational programs. This position works closely with the JSS staff and volunteers, community-based partners, as well as with JSS clients and their families. JSS is responsible for providing programs geared toward Jewish seniors within the community. You will be responsible for working with our volunteers and vendors on all aspects of our senior programming including our weekly lunch and social and educational programs. And our summer cultural programs. In addition, Jewish Social Services was recently approved to resettle refugees and you will be developing the volunteer component of the refugee resettlement program.

The volunteer engagement and events coordinator needs to be:

- A People Person – Enthusiastic about working with volunteers and all our various communities
- An Event Planner – Will be responsible for deciding menus, identifying and recruiting presenters/performers, scheduling programs, and ensuring adequate transportation and safety precautions.
- A Marketer – Able to promote the volunteer and other programs to existing and potential new volunteers and participants. As our refugee resettlement program expands, we’d like to use our volunteers more in this area
- A Collaborator – Able to work with the JSS team, our community-based partners such as synagogues, churches, mosques, youth groups and older adults’ living communities, volunteers, JSS clients and their families and presenters
• A Communicator – Can write well for the web and in print, and is a strong public speaker
• A Trainer – Able to safeguard that volunteers are ready for their various opportunities
• A Matchmaker -- Ensure that volunteers, clients, and programs are a good fit
• A Go-Getter – Identify new ways to involve our volunteers, and new programming for seniors, refugees, and other targeted participants
• An Evaluator -- Make sure that our programs are as good as they possibly can be.

ADDED BENEFITS IF YOU HAVE:
• Knowledge of Jewish community and resources in Dane County.
• Spanish/Russian/Arabic language skills.
• Have a certification in volunteer administration and/or experience with professional volunteer program management

Jewish Social Services offers:
• Great co-workers and an office on the west side of Madison
• Health Insurance for Full-Time work
• Vacation and sick days and retirement plan
• Time off for secular and Jewish holidays
• Work experience relevant to the position will be taken into consideration when determining the starting base pay. Salary $42,000-$54,000.

This is a full-time position with some evening and weekends required.

Jewish Social Services is an affirmative action/equal opportunity employer.