



HandsOn
BROWARD



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Position Description

Position: HandsOn Connect Program Coordinator

Classification: Exempt, Salaried

Status: Regular, Full Time

Reports To: Director of HandsOn Connect Program

Compensation: TBA

Position Summary: As the local leader in the development and production of community service opportunities for individuals, groups, and corporate teams, HandsOn Broward & HandsOn Miami engage anywhere from 1 to 1,000+ people in active and meaningful volunteer service that effects positive change in our South Florida community on a single day.

Reporting directly to the Director of HandsOn Connect Program, the HandsOn Connect Program Coordinator will be responsible for supporting positive outcomes of capacity building volunteer referrals for our partner nonprofits. The HandsOn Connect Program Coordinator will be responsible for the day-to-day management of volunteer inquiries and the Salesforce HandsOn Connect database, while ensuring capacity building volunteer needs of our partner nonprofits are met by executing effective community outreach strategies. Attention to detail and a high level of organization are a must. This position requires creativity, initiative, ability to work with minimal supervision, willingness to work irregular hours when needed, and a serious can-do attitude.

Duties & Responsibilities:

Community Engagement

- Act as a spokesperson for the organization for inbound inquiries from community members.
- Execute community outreach and communication strategies via email, telephone, direct mail, newsletters, and social media.
- Maintain HandsOn Broward & Miami's calendar of flexible and ongoing volunteer opportunities.
- Collect and report outcomes utilizing HandsOn Connect volunteer management software and monthly, mid-term and annual reporting procedures.



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- Support the Director of HandsOn Connect Program by completing site visits to compile and maintain up-to-date lists of partner nonprofit needs, as needed.
- Work with the HandsOn Direct Manager to identify and match nonprofit partners to skilled volunteers and Volunteer Leaders.
- As needed, follow up with community partners to assess whether volunteer needs are being met and identify opportunities for growth.

Data Management

- Support organization growth goals by maintaining volunteer and organization database up to date.
- Collect, track, analyze and report on data for HandsOn community partner volunteer engagement.
- Assisting with the inventory of tools & equipment and help answers general technology questions when staffing is limited.
- Maintaining and furthering technical knowledge by attending webinars, workshops, and reviewing professional publications.
- Help the Director of HandsOn Connect Program to organize and maintain information to help share knowledge, and HandsOn Connect/Salesforce procedures for our staff.
- Help maintain the website up to date utilizing the HandsOn Connect Content Management System (CMS)
- Implementing advanced CMS tools to meet more robust volunteer recruitment needs for our partner nonprofits.

Responsibilities of All HandsOn Staff:

- Ability to represent HandsOn Broward and/or HandsOn Miami at meetings and on working groups, as appropriate
- Provide exceptional onsite day of service project management. This will require the ability to demonstrate project components to volunteers, so basic construction skills will be useful.
- Provide support for additional duties as necessary.

Position Requirements:

- Computer skills required: Microsoft Office Suite and comfort learning web-based platforms including Salesforce.
- Need to be able to lift and move supplies and equipment and perform physical tasks at – and leading up to – service projects.



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- Valid FL driver's license (or willingness to obtain a license) for travel to project sites throughout South Florida.

Ideal Candidate Traits:

- Demonstrated passion for community service.
- A team player who can also work independently AND have fun!
- Excellent written and verbal communications skills.
- Focused multi-tasking abilities with strong workload and time management skills.
- Open to new ideas and capable of generating alternatives when faced with challenges.
- Excellent written and verbal communications skills.
- Confidence that is balanced by an ability to exercise good judgment.
- Professional demeanor in person, in virtual meetings, and in email communications.

HandsOn Broward/Miami is a 501(c)(3) nonprofit and an equal opportunity employer. Our team welcomes diversity. Your gender identity, religious beliefs, orientation, shape, sex, skin color, family history, age - and all the many other factors that make you unique - are formidable tools, traits, and experiences that you bring to the table. We celebrate them and believe that you deserve an equal opportunity.

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