The Intercultural Senior Center (ISC) is a non-profit organization that strives to improve the dignity, quality of life and physical well-being of seniors from around the world through advocacy, education, access to social services, and cultural enrichment activities that benefit the entire community. We envision an Omaha that values the wisdom and experience of our diverse elders and creates opportunities for them to embrace and enhance their community.

Volunteer Coordinator
Reports to: Executive Director and Director of Social Services
Hours: Part time
Salary: Based on Experience

JOB DESCRIPTION:

Reporting to the Executive Director (ED), the Volunteer Coordinator will reach out to current and new volunteers from all over the community and is responsible for planning impactful volunteer projects. This includes engaging current and prospective partners and promoting collaborations with educational institutions, local businesses, and other initiatives. The Volunteer Coordinator will provide timely coordination and direction.

DUTIES AND RESPONSIBILITIES:

• Develop, promote, and maintain a wide range of volunteer opportunities within the community.
• Recruit volunteers through outreach online, on the phone, and in person.
• Manage Volgistics volunteer database and update pertinent information.
• Establish ISC as an excellent provider of volunteer experiences for current and prospective volunteers and corporate partners.
• Develop and implement meaningful and fun volunteer opportunities that meet ISC’s ongoing needs as well as create sustainable intergenerational interactions for volunteers and seniors that ISC serves.
• Lead and coordinate participation in community-wide volunteer events and service days, as applicable.
• Promote the mission of ISC through participation at community and organizational programs, including outreach, networking, and presentations.
• Coordinate volunteer support for ISC’s annual fundraising events and assist during the events.
• Other duties as assigned.
QUALIFICATIONS:

- Demonstrate excellent communications skills, negotiation skills, and public relations skills.
- Demonstrated respect for diverse populations.
- Have at least Bachelor’s degree with at least 3 years relevant work experience.
- Demonstrate excellent outcomes in project planning and management, as well as database management.
- Hold a valid Nebraska driver’s license; may be required to drive ISC transportation if needed.
- Be a self-starter with proactive communications and problem-solving skills.
- Demonstrate ability to work collaboratively with multidisciplinary group of professional and administrative personnel.
- Demonstrate cooperation, flexibility and initiative in completing responsibilities.
- Ability to follow all company safety policies and procedures.
- Knowledge of office technology like Microsoft office (Word, Excel, PowerPoint etc).
- This position requires the ability to sit for a least two hours as well as stooping, squatting, carrying, pushing, and lifting to 30 pounds.

Interested applicants: Please e-mail cover letter and resume to Lulu Ferdous at lferdous@interculturalseniorcenter.org

The Intercultural Senior Center will not unlawfully discriminate in its employment practices, volunteer opportunities, or the delivery of programs or services, on the basis of sex, race, color, religion, ethnic or national origin, gender, sexual orientation, gender identity or expression, age, pregnancy, leave status, disability, medical condition, marital status, veteran status, genetic information and/or any other characteristic or status protected by national, federal, state or local law.