CAREER OPPORTUNITY

Title: Volunteer Engagement Coordinator  
FLSA Code: Exempt; Full-time  
Location: Breakthrough Men’s Center 402 N. St. Louis Avenue Chicago, IL 60624

We are Breakthrough:  
Breakthrough partners with those affected by poverty to build connections, develop skills, and open doors of opportunity. Breakthrough is intentionally located in and works alongside residents in East Garfield Park. Each year, Breakthrough has the opportunity to work with over 6,000 local residents and their families.

Position Summary:  
The Volunteer Engagement Team strives to create opportunities that are big enough to make a difference and small enough to fit into the lives of our volunteers to create ownership in our programs so that volunteers become champions for the people we serve.

The Volunteer Engagement Coordinator provides the first touch point for all new volunteers, both individuals and those associated with groups. The Coordinator is responsible for processing new volunteers to connect to their area of service and providing administrative support for the Volunteer Engagement program. In addition, the Coordinator will provide support for Breakthrough’s internship program and church engagement initiatives. The ideal candidate will be an energetic team player with excellent organizational, administrative, and people skills.

As a member of the Fund Development team, the Volunteer Engagement Coordinator performs various tasks including but not limited to:

- Assist with volunteer recruitment to match the growth of volunteers needed by programs.
- Assist with volunteer retention and appreciation activities and events
- Assist with administration of the internship program through recruitment, application processing, and onboarding.
- Cultivate groups and coordinate corporate group serving opportunities in conjunction with the members of the Fund Development Team
- Provide coordination and management for one-time service projects
- Respond to all new individual, group, and one-time volunteer inquiries and applicants, providing an introduction to Breakthrough and the areas of service available via email, phone, and in-person tours.
- Work with other VE coordinators to screen, process and place new volunteers which includes ensuring current database records, volunteer applications, and background checks.
- Assist with tracking volunteer metrics to measure the impact and growth of volunteer engagement.
• Provide event coordination support for special volunteer events which include the Annual Benefit, Harvest Happenings, the Christmas Store, Trunk Party, Hunger Walk, Light in the Night events, pastors’ breakfast and other miscellaneous events.

• Represent Breakthrough at churches’ mission fests and gatherings to recruit new volunteers and deepen church partnerships

• Act as liaison for university partnerships; which includes coordination of service learning opportunities and representing Breakthrough in classes and volunteer fairs.

• Provide support for Volunteer Information Nights and trainings

• Manage the Volunteer Engagement calendar, updating Salesforce, and provide other administrative support to the VE team

• Assist with general administration for the volunteer and church engagement team helping ASN and BYN as needed

• Assist with Fund Development and donor relations related tasks and events as a member of the Fund Development team.

**Educational/Experience Requirements:**

• Bachelor’s degree or a minimum of one year of non-profit experience or work experience in a customer service role; Relationally engaging with the ability to speak publically, train volunteers and represent Breakthrough to external audiences.

• Flexible hours (nights and weekends semi-regularly required)

• Detail-orientated with excellent organizational abilities, and written and verbal communication skills

• Able to meet physical requirements of event set up, long days standing or walking, and occasional lifting of up to 50lbs

• Knowledge and proficiency with Microsoft Office (Word, Excel, PowerPoint, Publisher), and ability to work efficiently within programmatic databases; knowledge of Salesforce preferred

• Understanding of urban realities with a strong passion for connecting churches and volunteers with those affected by poverty to facilitate mutually-beneficial and transforming relationships

**Compensation/Benefits:**

In exchange for the above, we offer competitive wages and a comprehensive benefit package including: paid time off, group health benefits, free fitness center membership, employee discounts and more.
To Apply:
Send/email/fax cover letter, resume along with grant proposal writing sample to:
Breakthrough Urban Ministries
Attn: Human Resources
402 N. St. Louis Avenue
Chicago, IL 60624
E: ahealing@breakthrough.org
Fax: (773) 722-1434

We regret that we cannot take phone calls regarding this position. Breakthrough is an Equal Opportunity Employer.

All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, veteran status, political affiliation, sexual orientation, or any other non-merit factors. If a reasonable accommodation is needed for any part of the application and hiring process, please contact us via the telephone number listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.