Talent & Volunteer Coordinator

JOB DESCRIPTION
The Ford House Talent and Volunteer Coordinator’s primary goal is to build bridges with the staff and volunteer corps while supporting the Director of Talent & Culture. This position is to provide consistent support to all current Talent and Volunteer programs and procedures, and to provide administrative support and assistance in implementing new volunteer programs and initiatives. With supervisory direction this position helps ensure that Ford House programs are maintained, communicated and improved. This position also, with supervisory direction, provides support to other departments that utilize volunteers. This position includes all Managers on Duty (MOD’s) responsibilities, requires a person who is pleasant; approachable with an ability to listen; and embraces our operating model. Absolute confidentiality is required in this role. This is a full-time role at 40-45 hours per week. Salary $30,000 to $45,000 annually.

In this role, you will:
- Work effectively with other staff, volunteers and management team members
- Contribute to a positive team approach and professional customer service
- Maintain quality communications and organizational skills; meet deadlines
- Complete background checks for volunteers and employees
- Assist in daily task of all Talent services and functions as directed, including but not limited to recruitment, selection, promotions, transfers, employee relations, affirmative action goals, job evaluations and performance management
- Adhere to and enforce all Ford House policies, procedures and guiding principles with a strong emphasis on professional behavior and the treatment of others with dignity and respect
- Work well without supervision and be punctual and reliable
- Manage an effective and efficient recruiting and hiring process including but not limited to post positions internally and externally as appropriate, screen applications and coordinate interviews with the appropriate department.
- Communicate with the Director of Talent & Culture to keep informed on trends, risks, or more serious issues
- Support outreach activities with high schools and higher educational institutions
- Develop volunteer program and branding for junior volunteers
- Support community involvement through coordination of employee volunteer activities in the community
- Support the Director of Talent & Culture with special projects
- Develop and maintain volunteer training and database

REQUIREMENTS/RESPONSIBILITIES
- Education: associate’s degree in Business Administration or Human Resources preferred
- Experience: Minimum of 2 years in customer service
- Must be detailed oriented and able to act with a sense of urgency
- Experience in nonprofits a plus
- Must be willing to become certified in CPR/AED, First Aid, and Bloodborne Pathogens
- Specific Skills: Proficiency in MS-Office software and other database and spreadsheet applications; ability to communicate effectively with high integrity and absolute confidentiality required
- Excellent writing skills
- Ability to work Monday- Friday 8:30 a.m. to 5:30 p.m. but be flexible to work weekends and evenings when needed

How to Apply
Email resumé, salary requirements, and application to jobsearch@fordhouse.org. Indicate in subject line “Talent & Volunteer Coordinator”. Please, no phone calls.

Ford House is committed to creating a diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.