



Job Title: Intern - Volunteer Coordination

Sector: Program Administration

Employment Category: Intern

Location: Central Oregon

Job Description

RESPONSIBILITIES:

The Latino Community Association is a small, local nonprofit organization that serves the Latino and immigrant communities of Central Oregon. The organization relies heavily on volunteer support for all aspects of the organization and has approximately 200 volunteers across the region that donate their time regularly. The Volunteer Coordinator is seeking an intern to support with the logistics of coordinating volunteers.

- Assist the Volunteer Coordinator with developing and implementing goals and objectives for the volunteer program that reflect the mission and the program/service delivery needs of the organization.
- Assist Volunteer Coordinator with developing, administering and reviewing policies and procedures that guide the volunteer program.
- Identify volunteer assignments and write volunteer position descriptions.
- Promote the organization and volunteer opportunities in the community.
- Support in the recruiting and screening of volunteers.
- Support in the orientation and training of volunteers.
- Assist with planning and implementing formal and informal volunteer recognition activities.

LEARNING OBJECTIVES:

- The intern will learn interpersonal communication skills, event management, and program management.
- The intern will develop an enhanced professional skill set, interact with LAC staff, clients and supervisors and contribute to other projects as needed.

REQUIREMENTS:

- Spanish language skills preferred
- Excellent interpersonal relations skills: the ability to work effectively with partners, donors, colleagues in a cross cultural, multi-disciplinary environment.
- Solid organizational skills with the ability to manage multiple tasks, set priorities, effectively manage time and meet deadlines.
- Strong writing and communication skills including experience working in teams.

- Proficient in Microsoft Office including outlook, word and excel. Experience using donor and database software preferred.
- Knowledge and understanding of ethics and confidentiality related to fundraising.

To Apply:

Email a resume and 1-page cover letter to Mary Murphy, LCA Volunteer Coordinator, mary@latca.org. Contact Mary via email or by phone 541.325.9407 if you have any questions about the application process.

Commitment to Diversity and Inclusivity: LCA is committed to building a diverse organization and a climate of inclusivity. We strongly encourage applications from candidates who can demonstrate that they can contribute to this goal.

Equal Opportunity Employer: LCA is an equal opportunity employer and values diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation