



**Job Title:** Outreach and Volunteer Coordinator

**Schedule:** 40 hours a week, full time including a minimum of two nights a week (Monday-Thursday) ending at 8:00pm

**Purpose:** To coordinate outreach and volunteers for all Intersection of Change programs.

**Compensation:** \$31,200/yearly with health insurance and optional retirement benefits

**To apply:** Email resume and cover letter to [info@jubileeartsbaltimore.org](mailto:info@jubileeartsbaltimore.org) before **Wednesday, May 23, 2018**

**Duties:**

Outreach:

- Promote Intersection of Change's programs to local residents, organizations, faith communities and supporters of the organization with the goal of filling classes, openings and housing placements
- Attend all local community and school meetings to promote organization and build partnerships
- Build and maintain relationships with organizations listed on the Outreach Spreadsheet
- Four times a year reach out to all local businesses, organizations, schools and churches to circulate organization literature and recruit participants
- Post to all social media platforms 3-4 times as week to promote organization and classes
- Lead promotional efforts for special events and projects led by the organization
- Seek out and strategize new partners that are beneficial to organization
- Maintain partner relationships by setting up face to face meetings and email correspondence, minimum of one new partner per session
- Flyer Surrounding neighborhoods with door hanger promotional materials

Administrative task:

- Support daily operations of Intersection of Change
- Work with Martha's Place Program Director to maintain handbooks, policies and procedures and support resident chart review/quality assurance and compliance

- Assist Martha's Place Program Director on development and maintenance of tracking systems for resident case management and application for entitlements
- Provide receptionist/front desk coverage for organization as needed
- Set up meeting rooms and arrange for in-house meetings as needed

#### Volunteer Coordinating

- Work with Martha's Place program director with development and maintenance of tracking systems for residents case management and application for entitlements
- Serves to support Executive Director's work
- Recruit, screen, schedule and train volunteers for all Intersection of Change programs
- Maintain online data base of volunteers and track outcomes
- Assess all program volunteer needs and fill positions

#### Program Operations

- Build positive relationships with all youth and adult participants to maintain and increase retention in Jubilee Arts classes
- Collect registration forms for each participant and record attendance
- Maintain safety by locking up building after end of programming two days a week
- Support classroom instructors with classroom management as needed

#### Event Planning

- Assist Program Directors with event planning of field trips and fundraising events
- Plan, organize and implement quarterly end-of-session celebrations
- Support special events of the organization

#### Data Entry and Evaluation

- Enter registration forms into Master Data Spreadsheet
- Enter average attendance for classes monthly into Master Data Spreadsheet
- Track volunteer experience with follow ups and surveys