



## **CUYAHOGA EITC COALITION VOLUNTEER RELATIONSHIP MANAGER (PART-TIME)**

### **RESPONSIBILITIES:**

- Attends, plans and/or executes relevant community meetings and events to help market and communicate the volunteer opportunities available with the Enterprise-led Cuyahoga EITC Coalition.
- Acts as community liaison with partner organizations and other agencies to develop relationships.
- Assists with the distribution of volunteer brochures and other communications to corporations, libraries, universities, faith based organizations, community development corporations, community recreation centers, senior centers, YMCA/YWCA, and other government and social service based organizations.
- Identifies and use newsletters and online publications to promote the Coalition's volunteer opportunities.
- Establishes volunteer pipelines with community businesses, churches, universities, and other agencies.
- Creates volunteer touch point plan and follows up with volunteers by phone or email.
- Maintain accurate record keeping of volunteer activities on Volunteer Hub.
- Assist in the development and lead volunteer trainings.
- Identify and assist with the implementation of volunteer retention activities, e.g. volunteer recognition event.
- Manage and maintain the Coalition's information and exchange of information on Facebook and Twitter.

### **QUALIFICATIONS:**

- Experience with volunteer management and recruiting
- Ability to work a flexible schedule including some early mornings, evenings and weekends
- Excellent public speaking and presentation skills
- Outstanding interpersonal communication skills
- Demonstrated problem-solving and organizational skills
- Ability to work independently and be a self-starter
- Ability to work effectively with people from various cultures
- Must have reliable transportation
- Bachelors degree or equivalent experience

**Interested candidates can email a cover letter and resume to  
[admin@refundohio.org](mailto:admin@refundohio.org)**