

# Volunteer & Membership Coordinator

## Position Description

Title: Volunteer & Membership Coordinator

Status: Full-Time (40 hours/week)

Compensation: \$35,000- \$43,500 per year depending on skills, experience and based on Iowa MMJ's salary equity scale. Benefits include generous time-off and holiday package, health, life and dental insurance, 401k with 2% employer match.

Supervisor: Operations Manager

Supervising: N/A

Location: Des Moines, IA (travel within and outside of the state)

How to apply: Candidates must provide the following to Berenice Nava, Operations Manager at [bnava@iowammj.org](mailto:bnava@iowammj.org) with "Volunteer and Membership Coordinator" in the subject line by January 31, 2025.

- A resume or CV
- A cover letter detailing why you're a good fit for the role and your connection to Iowa MMJ's mission.
- Contact information for two references who can speak to your experience and qualifications.

We especially encourage applicants who identify as Black, Latinx, Asian, Native American, and/or LGBTQ+ to apply for this position. We understand that job requirements sometimes exclude historically marginalized groups, such as BIPOC individuals or those who identify as LGBTQ+, from applying to jobs for which they are qualified. Even if you don't meet 100% of the specific requirements listed below, we encourage you to apply.

Deadline: Applicants must send materials by January 31, 2025. Position open until filled.

## Organization Summary

Iowa Migrant Movement for Justice (Iowa MMJ) is a statewide membership-based legal service and advocacy organization driven and led by immigrant and refugee voices and united with allies. Iowa MMJ's mission is to build a movement for justice led by immigrants and refugees in Iowa by providing high-quality legal services and community empowerment through organizing. We envision an Iowa that is welcoming and inclusive, where the rights of immigrants and refugees are ensured through access to legal services, their voices are heard and the issues that impact them are addressed.

## Summary of Position

The Volunteer and Membership Coordinator will report to the Operations Manager and will work closely with other staff. The Volunteer and Membership Coordinator is responsible for managing all aspects of volunteer and membership programs within the organization, including actively recruiting new volunteers and members, screening volunteers, providing training, assigning tasks based on their skills, maintaining records, and organizing events to recognize and retain volunteers and members, essentially acting as the primary point of contact for all volunteer and member-related activities.

## Essential Functions / Responsibilities

The key responsibilities of the Volunteer and Membership Coordinator include the following:

- Recruitment and outreach: Develop strategies to attract new volunteers and members and respond to inquiries through various channels like online platforms, community events, partnerships, and social media.
- Screening and interviewing: Conduct interviews and background checks to ensure potential volunteers align with the organization's values and have the necessary skills for the role.
- Volunteer orientation and training: Design and deliver comprehensive training programs to equip volunteers with the knowledge and skills required for their assigned tasks.
- Matching volunteers with opportunities: Assess individual volunteer interests, availability, and skills to match them with suitable volunteer roles within the organization.
- Volunteer scheduling and coordination: Create and manage volunteer schedules, ensuring proper coverage for various projects and events.
- Volunteer and member engagement and retention: Implement strategies to keep volunteers motivated and actively involved, including regular communication, recognition programs, and feedback loops.
- Data management: Run reports and maintain accurate records of volunteer and member information, including contact details, skills, availability, and hours served through a database system.
- Volunteer and membership event planning: Organize and coordinate volunteer and member-based events, including logistics, communication, and post-event follow-up.
- Collaboration with other departments: Work closely with other departments within the organization to identify volunteer needs and integrate volunteer and member activities into broader initiatives.

## Qualifications

- Strong commitment to Iowa MMJ's mission, vision and values.
- Strong interpersonal skills including demonstrated experience working with building trust with and collaborating with diverse groups of people (including people of diverse faiths

and ethical/spiritual traditions, races, ethnicities, people with disabilities and LGBTQIA+ people).

- Strong organizational skills: Ability to manage multiple tasks simultaneously and meet tight deadlines and follow-through.
- Excellent communication skills: Ability to clearly articulate messages and effectively engage with diverse audiences verbally and in writing.
- Desire to empower others, motivate people to action.
- Detail oriented approach to data management and record keeping.
- Ability to be pro-active and flexible while working in a high-volume, fast moving work environment.
- Ability to work some evenings and weekends.
- Team oriented.
- Proven computer skills (Microsoft office platforms, Google Drive) and experience with social media platforms including Facebook, Twitter and Instagram.
- Preferred: At least 2 years' experience in volunteer management, marketing or customer service.
- Preferred: Ability to effectively communicate fluently in reading and writing in English and at least one other language.