



Volunteer and Event Coordinator

This Position

The Public Education Foundation (PEF) is seeking an energetic, self-motivated applicant for the position of Volunteer and Event Coordinator. This position works closely with partners and community members to support PEF's volunteer and event projects. The individual in this role will develop a robust volunteer program that engages with the community. As an ambassador, this position will champion the PEF mission and actively engage with community and donors. Enthusiasm for working in a developing organization where change is frequent, structure is evolving, and flexibility, teamwork, and good humor are absolute necessities. This position is directly responsible to the Chief Development Officer.

Essential Duties: Volunteer Coordination

The list of Essential Duties is not exhaustive and may be supplemented.

1. Responsible for recruitment, onboarding, training and retention of all PEF volunteers.
2. Maintain volunteer database and ensure accurate recording of all volunteer hours and demographic information, including database maintenance and reporting.
3. Assist in identifying and contacting individuals and organizations that promote philanthropy and community awareness. Responsible to make contacts outside of the organization in order to educate and promote PEF.
4. Frequently attend organizational meetings to establish future relations and ongoing support.
5. Maintain volunteer job shifts, descriptions, and handbook.
6. Provide recognition and celebration of volunteers to grow retention and volunteer engagement.

Essential Duties: Event Coordination

The list of Essential Duties is not exhaustive and may be supplemented.

1. Coordinate activities and events in collaboration with other departments, board members, agency representatives and external stakeholders.
2. Establish and maintain positive relationships with donors, sponsors and key stakeholders, ensuring continuous communication and proper recognition under the direction of the development team.
3. Engage with the development team and external vendors to envision and plan fundraising events.
4. Occasionally assist in writing or providing information for letters, program talking points, website content, emails, promotional videos, photographs, films, and multimedia programs for fundraising and special events.
5. Assist in coordinating photo opportunities.

Position Expectations:

1. Self-starter with attention to detail and excellent organization skills.
2. Exceptional written and verbal communication skills, including grammar and punctuation rules.

3. Strong inter-personal skills, with the ability to interact effectively one-on-one, small or large groups situations, and able to lead groups in work/volunteer activities.
4. Possess strong analytical skills, good judgement and willingness to take direction and provide constructive feedback.
5. Ability to manage and maximize the utility of internal and external data and the PEF's development database.
6. Ability to deal with a range of styles and behaviors in a tactful, pleasant and personable manner.
7. Ability to multi-task, prioritize, and reprioritize in order to meet deadlines.
8. Ability to manage projects with minimal supervision.
9. Professional and diplomatic demeanor and conduct in all interactions, both internally and externally.
10. Able to work under pressure, while maintain attention to details and meeting deadlines.
11. Strong organizational skills and software competencies in Microsoft Excel, Word, PowerPoint, and Canva.
12. Ability to work flexible hours when required.

Minimum Qualifications

Education and Training:

1. An earned bachelor's degree from an accredited college or university in a relevant field (public relations, event planning, nonprofit management, development, etc.).
2. Two (2) years' experience working with donors in a non-profit setting or in a customer-facing role such as customer service, VIP service, or sales.
3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada and reliable access to personal vehicle.

Preferred Qualifications

1. Bilingual Spanish