

Latino Community Fund Georgia: Special Initiatives and Volunteer Coordinator

The Latino Community Fund (LCF Georgia) a 501(c)3 nonprofit supporting Latino-Led and Latino-serving organizations and leaders with advocacy, technical assistance, program development and direct investments.

Position: Volunteer and Events Coordinator

Reports To: Deputy Executive Director

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Job Description: The Special Initiatives and Volunteer Coordinator is a full-time exempt role tailored to supporting the organizing of institutional special events, initiatives and volunteer recruitment and engagement needs of the organization.

The Special Initiatives and Volunteer Coordinator will be responsible for implementing the volunteer strategy for the organization, including identifying volunteer needs, recruitment of new volunteers, and stewardship of existing volunteers along with managing our volunteer platform, measuring success and developing appropriate reports. The coordinator will work closely with program managers to ensure that all volunteer needs for programs are met, such as recruiting individuals to canvas with the Civic Engagement team or working with the Health and Wellbeing team to provide assistance at our annual Soccer Academy.

This role will also work closely with the Deputy Executive Director and Communications team to execute the logistics for all of our signature events and initiatives and to ensure that the vision for each event is fully met with high-quality logistics implementation and branding. This will include liaising with event vendors, managing the day-of logistics for events, and event communications.

The coordinator is a well organized individual that takes initiative and excels in building relationships with both individuals and business entities. This role works closely with all departments to ensure that all volunteer and event needs are met throughout the course of the year.

Programmatic Work Responsibilities

Event Coordination

- Lead the planning, organizing, and executing events and special initiative (both in-person and virtual) as directed by the Deputy Executive Director.
- Collaborate with the team to determine event goals, timelines, and logistics.
- Manage event registrations, event permitting, invite lists, and communication with attendees
- Coordinate event materials, equipment, and supplies.
- Oversee volunteer involvement during events, ensuring tasks are assigned and completed.

- Be the on-site point person for all logistics of special initiatives and volunteers for institutional events
- Responsible for the full execution of institutional events working closely with the Deputy ED for stakeholder engagement and cultivation

Volunteer Coordination

- Recruit, onboard, and train volunteers for various roles within the organization.
- Maintain the volunteer database and track hours and activities.
- Communicate regularly with volunteers, providing updates, support, and appreciation.
- Ensure volunteers are engaged, motivated, and have a positive experience.
- Address any concerns or issues raised by volunteers in a timely and professional manner.
- Organize and issue volunteer data reports as needed by the organization

Administrative Support

- Manage the volunteer space at our CRM platform maintaining accurate records of volunteer hours, feedback, and performance.
- Help with preparing event materials, such as programs, signage, and thank-you notes.
- Responsible for data input, clean up and maintenance for registrations and all other engagements related to special initiatives
- Assist with post-event follow-up, including surveys and thank-you communications.

Community Engagement

- Supporting the Director of Community Impact and Deputy Executive Director, this role will participate in the building and maintaining relationships with local partners, specifically ERG's, corporations and other organizations with the purpose of cultivating a volunteer pipeline and engagement
- Promote volunteer opportunities and events through various communication channels and in-person in coordination with Program and Communications Managers
- Help foster a sense of community and collaboration among volunteers and participants.

Required Skills & Qualifications

- Bachelor's or associate's degree in nonprofit management, event management, hospitality, business **or** three years of similar work experience
- Detailed oriented
- Excellent time management skills
- Ability to plan and organize all aspects of an event
- Creative thinking and good decision-making skills
- Committed to LCF Georgia's mission, social justice, and immigrant communities
- Ability to work with limited supervision / self-starter
- Access to a dependable vehicle and drivers' license or reliable transportation
- Flexible to work during evenings, weekends and drive around Georgia

- Excellent written and interpersonal communication
- Positive attitude
- Fast learner

Preferred Skills & Experience

- Experience with the Latinx community in the southeast of the US
- Familiarity with software systems: Little Green Light, Monday, and Mailchimp
- Fully bilingual (Spanish)

Location, Duration & Compensation

Volunteer and Events Coordinator is a full-time exempt work position based at our downtown office. We require working on-site 3 days per week. Monthly parking at a close parking deck will be provided. A Health Reimbursement Account is offered to the maximum allowance by Federal Law. Other benefits and generous paid time off are documented in the Employee Handbook. Annual compensation ranges between \$42,500-\$45,000 depending on qualification and experience. Employees are paid every two weeks via direct deposit.

Latino Community Fund of Georgia is committed to the principles of Equal Employment Opportunity for all employees and to provide employees with a work environment free of discrimination and harassment. All employment decisions are based on organization needs, job requirements and individual qualifications without regard to race, color, religion or creed, sex (including pregnancy and gender identity), national origin, sexual orientation, HIV status, marital status, past or present military service, family or parental status, or other applicable legally protected characteristics.

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