



## **Volunteer Coordinator**

Join us in building and empowering our team of volunteers!

### **Opportunity Description**

The Volunteer Coordinator position will work closely with Miles4Migrants' staff to support our growing network of volunteers. We are seeking a Volunteer Coordinator to assist with the planning and organizing of Miles4Migrants' volunteer program. This position focuses on the development of the volunteer program, including the cultivation, recruitment, placement, tracking, training, and recognition of volunteers.

### **Your Volunteer Impact**

Empowering our team of volunteers will allow Miles4Migrants to expand our impact and improve the support we provide to the refugee community. You will play a critical role in fostering social inclusion within the organization, which isn't always easy to do with a remote team, but we believe in you! Your collaboration will lead to better volunteer retention rates, resulting in more in-depth volunteer engagement, and greater community impact.

### **Location**

Remote. As long as you have a computer and an internet connection, you can do this position from wherever you may be.

### **Skills/Experience/Qualifications Required**

- Organized self-starter with the ability to work remotely
- Strong oral and written communication skills
- Proficiency with Microsoft Office (including PowerPoint, Word, and Excel)
- A self-identified, enthusiastic "people person"
- Excellent communication skills with demonstrated ability to engage with diverse communities
- Management experience a plus, but not required

### **Time Commitment**

- Ongoing project
- Hours of availability will include some nights and weekends in order to be able to work closely with other volunteers.
- Weekly time commitment: 4-5 hours per week

### **Organization Contacts/Support**

- You will be working directly with the Director of Operations and closely with the remaining M4M staff.

### **How To Apply**

Submit your interest at the Volunteer Opportunities page on our website:

<https://www.miles4migrants.org/volunteer-opportunities/>