

## Position Opening – Volunteer Coordinator

### Full Time

**Pay: \$40,000 to \$45,000 based on experience and qualifications**

### Benefit package includes:

- Generous PTO accrual (20 hours/month, increases after year two)
- Ten paid holidays per year
- DAIS pays 80% of health & dental insurance premiums (low deductible and low maximum out of pocket costs)
- Vision insurance
- Flexible Spending Account
- Employer paid Life & Accidental Death Insurance
- Employer paid Short-term & Long-term Disability coverage
- Employee Assistance Program (provides free legal, financial & work-life services)
- 401(k) plan with employer match
- Investments in Professional Development & Training
- Flexible work environment based on job duties including blended/hybrid remote work options

If you enjoy working with people and are enthusiastic about a position where you can engage volunteers, service groups and interns in supporting the work of DAIS then you may be the person we are looking for. DAIS relies on a vast and diverse volunteer group, and we are seeking an energetic and engaging leader to help coordinate and oversee our volunteer and intern programs. If you communicate clearly and professionally, are interested in recruiting and supporting volunteers and interns, and pay attention to details, we would like to hear from you.

### About DAIS:

Domestic Abuse Intervention Services (DAIS) empowers those affected by domestic violence and advocates for social change through support, education, and outreach. DAIS envisions a nonviolent community that actively promotes safety, peace, justice, and hope.

### Primary Duties:

- Spearhead volunteer and intern recruitment efforts
- Collaborate with staff to identify, plan, and implement volunteer and service project needs
- Serve as primary point of contact for potential volunteers & interns
- Schedule and provide supervision to Reception Volunteers
- Lead the planning, coordination and execution of volunteer appreciation, retention, and stewardship activities

### Qualifications:

There's no such thing as a perfect candidate. *You don't need 100% of the preferred qualifications to add incredible value to our team.* Our clients come from all different backgrounds, and so do our employees. If you're passionate about what you could accomplish here, and you meet the minimum requirements of the position, we'd love to hear from you. Persons of color and LGBTQIA+ individuals are encouraged to apply, as the strength of our team stems from our diversity. DAIS is an equal opportunity/affirmative action employer.

### Required:

- 1 year of experience recruiting and supervising volunteers
- Demonstrated knowledge or coursework relating to non-profit volunteer management and retention efforts
- Strong written, verbal, and interpersonal communication skills
- High School Diploma or equivalent

### Preferred:

- Bachelor's degree preferred, though relevant experience will be considered in lieu of a degree
- Bilingual abilities

### How to apply:

- **Submit the following 3 things:**
  - ✓ Cover letter – tell us a little about yourself
  - ✓ Resume – tell us what you've done in the past
  - ✓ DAIS Application for Employment – found on our website <https://abuseintervention.org/jobs/>
- Incomplete applications will NOT be considered.
- Applications will be accepted until the position is filled.
- Complete applications may be submitted:
  - Via email as an attachment to: [daisemployment@abuseintervention.org](mailto:daisemployment@abuseintervention.org)
  - Via our website: <https://abuseintervention.org/jobs/>
  - Via fax or US Mail (address & fax number available on website)