



Position Title: Partner Programs & Volunteers Coordinator
Department: Development
Reports To: Corporate Giving & Partnerships Manager
FLSA/ Status: Exempt/Full Time
Job Grade: 5
Hiring Range: \$50,000 to \$59,000 per year
Revised: January 2022

WHO WE ARE:

Mi Casa Resource Center® (MCRC) is committed to creating pathways to opportunity for communities that have been overlooked and underestimated due to a lack of cultural and social capital but have valuable skills on which to build. For 45 years, we have provided nationally recognized workforce, business, and youth development programs throughout Metro Denver. Currently, MCRC educates, trains, and supports youth and adults on their path to economic success. Additionally, MCRC partners with the area's most respected organizations to provide economic and educational supports to help our participants achieve their economic goals and realize their dreams.

POSITION SUMMARY

Mi Casa Resource Center is seeking an experienced professional with excellent relationship building and organization skills combined with a passion for working with low income and underserved individuals to join us as Partner Programs and Volunteers Coordinator.

The primary role of the Partner Programs & Volunteers Coordinator is to serve as point of contact and ensure optimal operations of ancillary partner programs, while continually educating the public on Mi Casa's career and business programs. This hands-on role will expand and support MCRC's collaborative efforts with community partner organizations, service providers, and agency representation at community events. This position provides input to the Leadership Team for development of Mi Casa ancillary programs that enhance the mission of the organization. The coordinator identifies outreach opportunities and creates and delivers presentations on MCRC's services for target populations. This role also develops and manages a volunteer program that provides an optimal experience, builds ambassadors and potential donor relationships, and aligns volunteers with agency gaps/needs, including event support. The ideal candidate has an extensive knowledge of the local community, is respected, and has long-standing relationships with key community organizations and leaders.

KEY RESPONSIBILITIES

Leadership

- Supports the MCRC Leadership team by implementing ancillary programs, volunteer activities, and partnerships strategy.
- Builds local demand and support for MCRC's programs through continuous outreach activities.

Community Outreach

- Serves as MCRC's point of contact and ambassador for ancillary program partners, local nonprofits, and community members.
- Connects underserved populations with MCRC's services in alignment with brand and marketing messaging.
- Attracts and coordinates meetings and leads participation at community outreach events to build awareness about Mi Casa's services.
- Recruits and organizes volunteers and collaborates with the Development team to match corporate volunteers to Mi Casa needs.

Participant Interaction

- Creates and delivers presentations on MCRC's programs and resources to educate other organizations and potential clients in the community.
- Identifies potential ancillary program partners as well as resource referrals and support services in

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coordination with program navigators and client-facing staff.

Operational Tasks

- Develops a corporate and community volunteer program to provide support across the agency.
- Schedules and supervises volunteers, including onboarding/training of new volunteers.
- Matches volunteers to opportunities that suit their skill sets and offer rewarding engagement
- Forges alliances with other nonprofits to market Mi Casa's programs.
- Serves as first point of contact for ancillary program partners.
- Manages MCRC's monthly free Legal Clinic and all ancillary programs at Mi Casa.
- Provides suggestions for improvement of ancillary programs' curriculum, technical assistance tools, resources, and information as it relates to enhancing agency's relationships with community partners.
- In collaboration with pertinent staff, plans for and recruits guest speakers from community partners for agency activities.
- Provides input on marketing for recruitment and stewardship of volunteers and ancillary program participants.
- Performs data entry of information generated from activities.

Other

- Completes additional duties as assigned.

QUALIFICATIONS

- 5 or more years of experience in marketing, communications, outreach, program operations, non-profit management, or an equivalent combination of education and experience.
- A Bachelor's degree in Marketing, communication or nonprofit management is strongly preferred.
- Demonstrated experience presenting to large groups.
- Experience managing volunteers and volunteer programs a plus.
- Bilingual English/Spanish is required.
- Background check is required.
- Valid driver's license, good motor vehicle record and valid auto insurance.
- Flexibility to work some evening and weekend hours as needed.

KEY COMPETENCIES

- Passion for Mi Casa Resource Center's mission and vision.
- Demonstrated ability to cultivate, build, and maintain strong working relationships with individuals from diverse backgrounds and perspectives
- Ability to manage strategic partner programs
- Excellent customer service skills
- Ability to build respectful relationships with community members and volunteers.
- High emotional IQ and intuitive analyst of social interaction
- Excellent written and verbal communication skills
- Team player and contributor
- Ability to work some evenings, weekends, and support special events.

MCRC provides a comprehensive benefits plan including employer sponsored medical, dental and vision benefits, employer paid life Insurance and disability benefits, paid vacation, 15 paid holidays, and a retirement plan. This position is eligible to work a hybrid work schedule consisting of 3 in-office and 2 remote days each week as per agency guidelines.

Mi Casa Resource Center is an equal opportunity employer.

Interested persons should email a cover letter and resume to jobs@MiCasaResourceCenter.org by May 30, 2022. Interviews may occur as qualified candidates apply.

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