Mission: We create pathways to opportunity.
Vision: We envision a community where all people have the power to achieve their economic goals and realize their dreams.
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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