



<b>Position Title</b>	<b><i>Volunteer Coordinator(s)</i></b>
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<b>Organizational mission</b>
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Our mission is to assist early career scientists from underrepresented communities with mentoring programs and scholarships to promote diversity in the sciences to further equity, international collaboration, and innovative research.

<b>Position</b>
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The volunteer coordinators (shared role) oversee the recruitment and placement of volunteers.

<b>Tasks</b>
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- *Develop and implement recruitment strategies across multiple platforms (Volunteer Match, DS website, and social media)*
- *Screen, interview, and place volunteers based on organizational needs*
- *Create and update volunteer job descriptions*
- *Onboard and exit volunteers*
- *Work with leadership team to determine organizational needs*

<b>Skills</b>
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**Required:**

- *Excellent communication abilities, including writing, speaking, and active listening*
- *Knowledge of volunteer recruitment strategies*
- *Ability to effectively engage with volunteers of all levels and across departments*
- *Experience with creating and managing volunteer database*
- *Leadership abilities, including training and mentorship*
- *Bachelor's Degree*

**Preferred:**

- *Experience managing volunteers in multi-cultural workplace*
- *Proficient in Portuguese and English*

- *Located in the US*

**Setting**

All work is remote and requires internet access across international time zones.

**Schedule**

Volunteers work on an as-needed basis as their personal schedules allow. To stay current with programs and services, we request that all volunteers attend regular company meetings. We also ask for a commitment to work with our organization for at least one year.

**Training and Supervision**

This position is housed under the President and Founder's supervision. Supervision and feedback are informal, as we are a small organization.