



Volunteer Engagement Coordinator

Role open now – accepting applications

Position Title:	Volunteer Engagement Coordinator
Reports to:	APHVC Internal Operations Manager
Hours per week:	15 hours per week
Location:	Remote
Compensation:	Unpaid/Practicum Opportunity/School Credit
Timeframe:	November 30, 2020 – April 30, 2021

The mission of the Academic Public Health Volunteer Corps (APHVC) is to leverage public health students, alumni, and expert volunteers to augment, amplify, and promote local public health efforts in Massachusetts. We achieve this mission through creating partnerships between 13 academic institutions across Massachusetts and local public health entities. Through this work, we hope to enable communities to overcome the COVID pandemic and permanently strengthen the public health system within Massachusetts.

The APHVC Volunteer Engagement Coordinator assists the Internal Operations Manager with the recruitment and engagement of volunteers. In particular, the Volunteer Engagement Coordinator would work actively with the Internal Operations Coordinator to address volunteer emails, update the volunteer pool database, analyze volunteer/team lead demographic information, and work to actively engage all volunteers in the APHVC volunteer pool to support volunteer professional development and active Corps involvement.

Qualifications:

- Experience managing teams and projects
- Experience with Canva, Constant Contact, and/or Mailchimp preferred, but not required
- Responsive, detail-oriented, and comfortable with a rapid pace
- Exceptional communication and interpersonal skills
- A fast and flexible learner
- A commitment to advancing health equity and social justice
- Knowledgeable in public health
- Highly independent and proactive worker
- A team player, excited to support local public health in Massachusetts!

Volunteer Engagement Coordinator Responsibilities

Volunteer Recruitment [7 hrs/wk]:

- Collaborate with the Communications Team to develop content for weekly Volunteer Newsletter, including open volunteer positions and relevant updates and announcements.
- Assist the Internal Operations Manager with tracking volunteer/team lead outreach responses and updating the internal staff tracking database. This will include dissemination of volunteer onboarding information and tracking of responses.

Volunteer Engagement [2 hrs/wk]:

- Assist the Internal Operations Manager with implementing strategies to measure and increase deployed volunteer engagement.
- Analyze volunteer demographic information and make recommendations for recruiting and retaining additional volunteers.

Team Lead Support [2 hrs/wk]:

- Assist with logistics associated with the team lead orientation (in collaboration with Field Operations Manager and Internal Operations Manager)
- Record and disseminate team meeting notes to team leads and volunteers as appropriate.
- Assist with the development, review, and dissemination of a regular volunteer e-mail utilizing Mail Chimp
- Update internal staff tracking database
- Perform brief (15 minutes) exit interviews and incorporate recommendations as appropriate

LBOH and Community Partnership Development [2 hrs/wk]:

- Document LBOH RNA meeting results and project status in tracking database
- Communicate relevant updates and announcements with entire volunteer pool as needed

Central Team Management [2 hrs/wk]:

- Assist with descriptions that would be shared with the field or connect with a Central team (in collaboration with Field Operations Manager and Internal Operations Manager)

To Apply:

Please submit a resume and cover letter to APHVCFieldOps@mass.gov no later than November 6th, 2020. In your cover letter, please answer the questions below:

- What is your available start date?
- What are the days/hours that you are available to work?
- Can you please describe how this practicum experience will contribute to your professional development and learning? [Paragraph answer]
- Can you please describe your skills and experiences related to community engagement and partnership development? [Paragraph answer]

Note: The APHVC seeks to include a range of lived experiences in our organizational leadership. To that end, anyone who is interested in this role should apply--even if you do not perfectly match the qualifications listed above. We strongly encourage applications and inquiries from women, LGBTQIA+ identified persons, Black, Indigenous, People of Color, people with disabilities, and others from historically underrepresented communities are strongly encouraged to apply.