



External Job Posting: Volunteer and Events Coordinator (Part-time)

Who WE are:

- We are a non-profit organization established in 1978, located in downtown Des Moines, IA.
- We offer free Empowerment, Young Moms and Counseling services that support, educate and advocate for over 1,000 participants ages 10-24 every year.
- We work every day to fulfill our mission to empower participants to be strong, self-confident and resilient.
- We are a diverse, passionate group of staff who value the importance of intersectional feminism, advocacy, trauma responsiveness, community, equity and accessibility.
- We believe in supporting the physical, mental and emotional health of our team through internal practices and benefits reflective of the type of employment we hope for the participants we serve.

Who YOU are:

- You are a strong believer that all girls and young women should be empowered to be strong, self-confident and resilient.
- You are someone who cares about positive community relations. You build strong relationships, and demonstrate effective communication with community partners.
- You cultivate and instill trust with others through integrity and forthright honesty.
- You value differences, recognizing that different perspectives and cultural diversity make the world a better place to be.
- Your interpersonal skills are on point. You easily relate openly and comfortably with very diverse groups of people.
- You are adaptable and can adjust to match the shifting demands of different situations.
- You are resourceful. You know how to secure and deploy resources both effectively and efficiently.

What WE need for this role:

We need you to fill the role of **Volunteer and Events Coordinator**. This is a PART-TIME (24 hours), NON-EXEMPT position. You will wow us by masterfully performing the following key duties and responsibilities:

- Assist and collaborate with Development team on fundraising events, including YWRC Gala, Celebrity Servers, PCWA basket auction, third party fundraisers, and fundraising related to community activities and events as needed.
- Coordinate and assist with fundraising event data entry.
- Manage event donations and recognition efforts.
- Recruit, train and supervise volunteers in roles that match their skillset and passion.
- Manage volunteer database, tracking and reporting functions.
- Support the acceptance and processing of in-kind donations.
- Collaborate with YWRC staff to identify volunteer needs.



To be successful in this role, WE'LL need YOU to

- Associates degree or equivalent.
- Have two or more years' experience in volunteer and event management roles.
- Knowledge and experience of fundraising CRM's.
- Ability to collaborate effectively with volunteers, donors and community members.
- Have experience working with diverse populations.
- 1 year experience managing, collaborating or leading a group of individuals.
- Demonstrate exceptional interpersonal, communication and relationship building skills.
- Excellence organization skills.
- Self-starter and willing to take initiative.
- Pass all required criminal history background checks.
- Adhere to our Guiding Principles, Mission, Core Competencies and Confidentiality Policy.
- Maintain a valid driver's license and automobile insurance.

How WE'LL make it worth YOUR while

- We will pay you an annual salary between \$26,000-\$30,000 depending on experience.
- We will give you paid time off that is flexible and meets your needs with our Responsible Time Off Policy.
- We'll pay you for our nine agency holidays and two additional personal holidays to be used at your discretion.
- We will support your mental and emotional health with an Employee Assistance Program as well as a \$150 wellness reimbursement.
- We will support and invest in your professional development through \$150 towards trainings or education of your choice.
- We understand that you have commitments outside of the workplace, and we will do our very best to offer you flexibility in your work schedule. This includes time off to practice civic engagement and vote in all local, state and national elections.
- We will provide you with an amazing work environment where you will get to make a difference every day.

The YWRC strongly encourages members of traditionally underrepresented communities to apply, including people of color, LGBTQ+ people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English