



Volunteer and Events Coordinator

Position Description

Title:	Volunteer and Events Coordinator
Classification:	32-40 hours per week
Supervisor:	Executive Director
Location:	Global Health Ministries, 7831 Hickory St. NE, Fridley, MN 55432
Salary Range:	\$45,000-52,000

Abilities:

- Expertise in building and maintaining strong relationships with individual volunteers, congregations, and institutional partners
- Experience with event planning for groups of 50-300.
- Able to work collaboratively
- Customer service skills – able to pleasantly respond to the needs of volunteers
- Excellent communication skills
- Proficient in Microsoft Office, data analysis and reporting to measure program impact.

Scope:

The Volunteer and Events Coordinator develops and promotes systems to enhance volunteer experiences, recruit new volunteers, match volunteers to opportunities, and keep volunteers informed and engaged in the mission of Global Health Ministries.

This role collaborates with all GHM staff to ensure programs are effectively supported by volunteers and that volunteers receive excellent communication and enriching experiences both in Fridley, MN, across the USA, and around the globe.

This is GHM's principle event planner, responsible for all event logistics, recruitment and coordination of volunteers to support events, and close collaboration with GHM staff to align events with philanthropic and mission goals.

Responsibilities:

Drive Volunteer Engagement:

- Develop and implement strategies that affirm and enhance volunteer engagement (from recruiting to ongoing engagement) and foster enthusiasm for GHM's mission.
- Partner with GHM staff to identify volunteer opportunities that support GHM's mission
- Serve as the administrator for GHM Global Health Volunteers.
- Speak on behalf of GHM at off-site locations to recruit and engage volunteers in GHM's mission (some out of state travel required).
- Manage speakers (staff and volunteers) and speaking opportunities at churches, synod gatherings, corporate events, etc.
- Manage volunteer involvement in hand projects (bandages, newborn kits, hospice kits, and quilts). This involves direct communication with volunteer groups around the USA, and creating/administrating systems to promote volunteer engagement (e.g. ensuring FAQs and

instructions are available for the front desk, ensuring website content stays accurate, ensuring processes are in place to order/ship materials to/from groups).

Event Planning

- Collaborate with the GHM Director of Philanthropy and other staff to coordinate all logistics and volunteer support for GHM events including a fundraising gala, educational conference, volunteer recognition picnic, and other events as needed.

Promote Organizational Culture and Values:

- Lead efforts to foster a positive and inclusive organizational culture that aligns with GHM's mission and values.

Measure and Report Success:

- Maintain accurate records and provide timely statistical and activity reports on volunteer participation.
- Use data-driven insights to continuously improve volunteer engagement.

This job description is meant to serve as an overall summary of the general duties of this position. It is not all inclusive and other responsibilities may be assigned.

To Apply

Please direct resumes and inquiries to office@ghm.org