

Volunteer Engagement Coordinator

The **Volunteer Engagement Coordinator** is responsible for the day-to-day planning and coordination of volunteering activities, for corporate and individual volunteers.

Main Responsibilities:

- Attracts, motivates and involves volunteers in United Way Romania (UWRo) activities;
- Requests, centralizes and analyzes existing volunteering needs, summarizes the need for human and material resources, and prepares volunteering proposals requesting support;
- Plans (monthly/annually) and coordinates volunteering activities for corporate and individual volunteers, creates calendars of United Way volunteering activities, reviews and constantly adjusts them, depending on needs;
- Identifies training needs of volunteers; plans and offers training sessions for volunteers on the specifics of UWRo beneficiaries and projects, and the specifics of the volunteering activities that will take place;
- Conducts activities with volunteers, finding effective ways and means to convey knowledge to volunteers regarding the specifics of United Way programs and beneficiaries;
- Provides assistance to volunteers, depending on the needs, to facilitate their performance of the assumed tasks;
- Keeps volunteering documentation up-to-date and constantly updates volunteering activities database. Prepares reports on volunteering activities, when requested;
- Exhibits effective ongoing in-person and written communication with volunteers and partners;
- Safeguards all confidential information used in the performance of duties.

Job Requirements:

- Bachelor's degree, in Social field is preferred;
- Experience with volunteers at all levels of an organization;
- Proven planning and organizational skills;
- Excellent relationship management and communication skills with the ability to function in a fast paced, multi-tasking environment, and deal with diverse professional range personnel from partner organizations and corporates;
- Demonstrated communication skills (written and verbal) and experience delivering presentations/ training sessions and facilitating meetings in front of large groups;
- Ability to work effectively under pressure, to be part of a team and to meet deadlines;
- Fluent in Romanian and English;
- Working knowledge of MS Office (Word/Excel/Power Point/Outlook).

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Tel: +40 21 306 4970 / fax: +40 21 310 2119



United Way Romania

We thank all applicants for their interest. Please note that due to the volume of resumes, only candidates selected for an interview will be contacted.

United Way Romania is a Romanian foundation, active in Romania since 2004 and affiliated with United Way Worldwide, USA. It is an independent body, governed by local volunteers.

Our **mission** is to improve the quality of life in our communities through individual giving, corporate giving, and volunteerism.

United Way supports social programs and initiatives that improve the lives of children, adults and the elderly in difficulty. The organization's activity focuses on the three directions that lay the foundation of a prosperous community:

- access to a quality **EDUCATION**;
- good **HEALTH** services;
- a sufficient **INCOME** to support a family.

We act as a community organizer by mobilizing an **extensive network of community partners** - companies, NGOs, public institutions, civil society leaders, donors and volunteers - and coordinate their efforts to produce a collective impact. United Way Romania programs annually improve the lives of over 11500 people in need, with the support of over 3,500 individual donors, 40 major donors and over 100 companies.

Join United Way Romania team and you will have the chance to contribute to helping thousands of people to have a better life!

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