



Volunteer Engagement and Community Outreach Coordinator

Organizational Overview

Do you like the idea of helping bring safety and peace of mind to low-income, elderly and disabled members of our community? Want to put your enthusiasm and strong interpersonal skills to work supporting housing equity??

We are looking for an energetic, creative individual to manage our volunteer recruitment and engagement and drive our outreach efforts. As the go-to agency for free home repairs in San Mateo County and Northern Santa Clara County, we ensure that vulnerable homeowners have safe homes and nonprofit agencies safe facilities from which to provide services. Rebuilding Together Peninsula (RTP) seeks a strong team player to grow and support our volunteer base and our applicant pool.

We believe a healthy community starts with a safe and livable home. Since 1989, RTP has helped preserve affordable home ownership and maintain the diverse fabric of the Peninsula by providing critical health and safety-related repairs. With skilled in-house repair technicians and nearly 1000 volunteers annually, we provide critical repairs for approximately 140 homeowners and nonprofits annually.

In addition, RTP is a well-respected catalyst for community engagement. We harness the power of volunteerism by bringing volunteers and community residents together to revitalize local agencies and the neighborhoods they serve. We host two Build Days which bring as many as 30 volunteer teams together to repair homes and community-based organizations throughout San Mateo and northern Santa Clara counties. These teams are led by skilled volunteer captains who make these projects possible.

Rebuilding Together Peninsula is one of the largest of the over 120 affiliates of Rebuilding Together Inc., a national nonprofit. We have an operating budget of \$3 million and benefit from nearly \$300K worth of donated materials and labor annually. We're passionate about our role supporting families and revitalizing local neighborhoods. We value the initiative and input of our staff to best meet the need.

Primary Responsibilities

Our projects depend on skilled volunteers and on community awareness about our free repair services. This is a new position will be responsible for growing our volunteer program to support our minor home and volunteer-driven repair programs and for developing and overseeing a homeowner and nonprofit agency outreach strategy.

This is a full-time, exempt position based in Redwood City, reporting to the Manager of Marketing and Community Engagement.

Job Responsibilities

Volunteer Recruitment and Support (60%)

- Point of contact for all inquiries from individuals and local civic groups, schools, etc. who wish to volunteer.
- Overall responsibility for the quality of the volunteer experience on volunteer-led [Re]Build Days, helping coordinate and assign volunteers to support project sites.
- Recruit, coordinate and support volunteers skilled in basic carpentry to serve as Site Captains for our volunteer-led Build Days and as general support for our minor home repair program.
- Recruit, coordinate and support general volunteers and student interns for other kinds of support, as needed (e.g. office support, special projects, warehouse days, etc.).
- Cultivate partnerships as appropriate to attract new volunteers and maintain current ones.
- Develop internal protocols and tools to support volunteer outreach.
- Orient, maintain documentation on, and follow-up with volunteers.
- Coordinate and oversee volunteer recognition and appreciation events.

Homeowner and Agency Outreach (40%)

- Actively seek out opportunities to attract applications from eligible homeowners and nonprofit facilities; identify appropriate venues for networking and outreach.
- Conduct engaging presentations at local nonprofit agencies, churches, community centers, etc., and represent RTP at outreach events (fairs, community events, etc.).
- Design and manage applicant solicitation strategies.
- Identify and cultivate new community partnerships with nonprofit service providers and help maintain current ones.

Qualifications

The ideal candidate will possess the following:

- Passion for RTP's mission and values.
- Strong interpersonal skills with a particular talent for developing trust and building strong relationships.
- College degree or commensurate experience
- Minimum two years related experience
- Proven effectiveness in public speaking or willingness to learn.

- Ability to inspire and mobilize
- Excellent communication skills, written and verbal.
- Ability to interact effectively with traditionally marginalized communities.
- Impeccable organizational skills, attention to detail and follow-through.
- Ability to perform duties with minimum of supervision.
- Ability to be adaptable and maintain professional decorum under stress.
- Ability to work effectively in a multicultural environment.
- Ability to excel in a team orientated, small office environment.
- Ability to effectively utilize information technology, social media, and basic office software including Google Apps and MS Office.

Preferred

- Prior experience as a volunteer and/or supporting volunteers and experience serving traditionally marginalized members of the community
- Bilingual (English/Spanish); other languages a plus
- Familiarity with San Mateo County and northern Santa Clara Counties.
- Familiarity with standard office equipment and Salesforce databases.
- Familiarity with basic repair and construction

In addition, candidates will need:

- Ability to lift or pull 25 lbs.
- Your own car, insurance, and valid CA driver's license, or other means to travel throughout the Peninsula
- Successful background check and fingerprinting

Compensation

RTP offers a competitive compensation package that includes health, dental and vision insurance and a retirement plan benefits to eligible employees. In addition to standard sick leave and vacation accrual, RTP recognizes 13 paid holidays and shuts down for all business days between Christmas & New Year's Day. Salary range: \$60,000-\$65,000 DOE.

Rebuilding Together Peninsula provides equal employment opportunities without regard to race, color, gender, age, disability, religion, sexual orientation, marital status, national origin, political belief or activity or status as a veteran.

How to Apply:

Confidential Application Process: Email your cover letter (Word or PDF document) summarizing your interest, fit with qualifications, compensation requirements and experience along with a current resume to: **Ms. Melissa Lukin, Executive Director, Rebuilding Together Peninsula at jobs@rtpeninsula.org**. Please note "Volunteer & Outreach Coordinator" in the subject field. Resumes without a cover letter will not be considered. For more information, visit <http://www.RTPeninsula.org>. No phone calls, please.