



## VOLUNTEER COORDINATOR (Part-Time - 20 hrs/week)

### About the Organization

Keep Omaha Beautiful (KOB) is an environmental nonprofit organization that was founded in 1959. Our mission is to foster environmental and community stewardship through education, service, and advocacy. Each year, we work with thousands of volunteers, students, community groups, and partner organizations. KOB's primary efforts include: environmental education programming, community outreach and events, and volunteer service projects that range from neighborhood litter cleanups to large-scale tree plantings in area parks.

### About the Position

We are seeking a part-time (20 hours/week) *Volunteer Coordinator*. This highly organized individual will enjoy working with a diverse range of people, and be skilled at coordinating community service projects that benefit the environment. As the *Volunteer Coordinator*, the right candidate will inspire others to care for the natural world and their community by recruiting, scheduling, and tracking KOB volunteers and service opportunities. The individual will also be highly detailed and innovative, embrace a strong work ethic, and contribute to a team that is committed to having a meaningful, lasting impact on our community and environment.

### Essential Duties & Responsibilities

- Schedule and coordinate volunteers participating in KOB's city-wide programs and events
- Organize and assemble volunteer supplies and manage office appointments
- During the winter season assist the KOB Volunteer and Community Engagement Manager in program development through special projects and Salesforce operating systems
- Answer telephone calls, respond to email inquiries, and support general office operations to help KOB serve as a sustainability-related community resource for area residents
- Assist in recruiting volunteers for special events such as the KOB Golf Classic, tree plantings, World O! Water, etc.
- Conduct onsite education with volunteer groups, and if needed, lead program events
- Foster relationships with volunteers and community partners to inspire individuals to participate in activities that have a collective impact on our urban ecosystem
- Coordinate the day to day volunteer schedule
- Assist with management of volunteer data and database including surveys, Salesforce systems, and external feedback

There will also be other duties as assigned. KOB is a small nonprofit, which calls for all employees to wear numerous hats and contribute to an all-hands-on-deck approach. The ideal candidate will enjoy a diversity of responsibilities and embrace new duties as they emerge.

## Characteristics & Skills

We are looking for a hardworking professional who embodies the following characteristics and skills. If this describes you, we encourage you to apply!

- Passionate about promoting environmental and community stewardship, and making Omaha a more sustainable city
- Excellent interpersonal skills with an ability to foster relationships with volunteers, donors, program partners, youth & students, and the general public
- Committed to environmental equity
- Organized and special attention to detail
- Strong verbal and written communication skills
- Skilled in working cooperatively with others in a team-oriented environment
- Experience in community networking and developing successful partnerships
- Flexible and can successfully adapt to ongoing, positive change
- Experience using platforms such as: Google Workspace, Salesforce (or similar), Canva, etc.
- Motivated to learn new skills and engage in professional development
- Able to prioritize and manage multiple responsibilities and tasks simultaneously
- Comfortable speaking in front of large groups

We are a very active and mobile team that conducts work throughout the city. In order to provide programming for all of Omaha, we ask that candidates possess the following:

- Must have a valid driver's license and access to a personal vehicle. KOB is supportive of active multi-modal transportation (walk, bike, bus, carpool) and even provides a public transportation commuting benefit, but given the nature of our work and this position, reliable access to a vehicle is necessary
- Must be able to work in a variety of settings, including a majority of the time in an office environment in front of a computer and at occasionally offsite/outdoor locations to work with volunteers and assist with community events
- Must be able to lift up to 40 pounds in order to assist with setting up for events and moving equipment for community service projects with volunteers

## Education & Experience

- Minimum: High school diploma or GED, and experience working with community groups or individuals with diverse backgrounds

## Additional Preferences *(not required, but a plus)*

- Biliterate and bilingual in English and Spanish
- Experience coordinating large-scale, public events
- Familiarity with the nonprofit sector and experience developing community partnerships
- Experience with Salesforce or other volunteer tracking system(s)

## Schedule & Compensation

- Part-time (20 hours/week) with occasional evening or weekend work (for community and volunteer events), especially in the spring and fall.
- Exact hours are flexible. The Volunteer Coordinator will work with the Volunteer and Community Engagement Manager to create a schedule.
- Reports directly to the Volunteer and Community Engagement Manager and works at KOB's office located at 1819 Farnam Street, Suite 306
- Competitive compensation based on talents, skills, and experience (Hourly Rate: \$17-\$19/hour)
- Attractive benefits package includes flexibility of schedule, a health and wellness stipend, retirement, generous paid time off, an allotment for professional development, mobile phone benefit, public transportation benefit, paid community service hours, and paid downtown parking (parking garage)

\*\*KOB values diversity of experience, approach, and perspective within our work and our team, and we are proud to be an equal opportunity employer. Our organization is committed to being an inclusive, diverse workplace that is welcoming to people of all backgrounds, experiences, and circumstances, and reflects the diverse communities we serve and value. We welcome all interested and qualified individuals to submit a resume and a letter of interest.

## How to Apply

Submit a resume and a letter of interest to [Pearl.Rothenberger@cityofomaha.org](mailto:Pearl.Rothenberger@cityofomaha.org). Please indicate in your cover letter how you learned of this job posting, why you are interested in serving as the volunteer coordinator, and what experiences you have that make you a good candidate for this position. Resumes not including these steps will not be reviewed. Screening begins immediately and will continue until the position is filled. A background check will be completed upon hire.