



Job Description – Volunteer & Events Coordinator

Business Volunteers Maryland is a nonprofit organization with a mission to build a stronger community by inspiring, educating and connecting individuals and businesses in meaningful volunteerism and civic leadership.

Business Volunteers is seeking an organized, energetic, and proactive professional with ability to coordinate the administration and logistics for our volunteer events and trainings throughout the year. Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision.

Key Responsibilities:

Coordinate Volunteer Projects

- Coordinate the production of strategic and impactful team volunteer projects and “Days of Service” for our 50+ business partners as well as groups that pay for the service, ensuring we deliver the best experience for both parties. This includes:
 - Manage relationships and communication with both the nonprofit and corporate contacts through their day of service planning.
 - General logistics related to the event, including any supply purchasing, compiling survey results, follow-up e-mails, reporting and thank yous.
- Assist with the coordination of skilled volunteer projects (also called pro bono consulting). This includes a range of activities such as:
 - Identify opportunities for business professionals and teams to support nonprofits by using their business expertise and talents
 - Coordinate the orientation and connections between the professionals and nonprofit
- Manage our volunteer matching website, volunteercentral.net, as well as inquiries by email and phone to assist volunteers in the identification of appropriate volunteer opportunities.

Plan and Coordinate Trainings and Events

- Oversee all planning, promotion, registration, and coordination for our trainings, workshops, roundtables and key events such as Do Something, The Business Engagement Summit and Elf Nights.
- As needed work closely with any internal and external event planning committees to help ensure event goals and objectives are defined and specific implementation plans are developed.
- Source potential venues, negotiate with vendors (caterers, etc.), and coordinate the development of materials to execute quality events. Solicit in-kind donations when appropriate.



- Manage all onsite event logistics and handle collection of post-training evaluations, follow-up and perform all necessary data entry and tracking.

Qualifications:

- Bachelor's degree preferred; significant work experience can substitute for the degree.
- Excellent oral and written communication skills
- Ability to manage multiple projects from a variety of staff.
- Strong organization skills, ability to plan, prioritize and follow-through.
- Excellent customer service and high expectations for quality.
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, and comfortable with database entry.
- Must be familiar with social media and its use professionally.
- Ability to work evening and weekend hours.
- Experience with volunteering and a passion for Business Volunteers' mission.

To apply

Applications must include a cover letter describing your interest, qualifications and why you are the perfect candidate. Your resume and cover letter should be sent to: jobs@businessvolunteersmd.org. Please type your name (Last, First) and "Volunteer & Event Coordinator" in the subject line of your e-mail. No phone calls please.

**Business Volunteers Maryland is an Equal Employment Opportunity employer, and we do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, gender, sexual orientation or any other characteristic protected by State or Federal law.*