



Volunteer Coordinator Summer Intern

Neighbors in Need (NIN) is a community-based non-profit organization that works to significantly reduce hunger and food insecurity and to allow people in need in Greater Lawrence to have access to basic necessities, with dignity, respect, and privacy. We seek to engage the community and to provide opportunities to serve, for both donors and volunteers. Each week, we offer several mobile market food pantries which are strategically located within neighborhoods where our clients live. We provide healthy and nutritious non-perishable foods, fresh produce, and other basic needs to anyone who is hungry or in need. Our small staff is the framework within which we engage a large group of volunteers each week to help us nimbly respond to the changing needs within the community.

ABOUT THE POSITION: NIN staff provide the framework through which 500+ volunteers serve the organization in a variety of capacities. The Volunteer Coordinator works with NIN managers to identify and schedule volunteer opportunities and recruits volunteers to fill these spots. The Volunteer Coordinator Summer Intern will work 10 hours each week from May 15 through August 15. This is an hourly, in-person and temporary position.

REGULAR DUTIES:

- Maintain volunteer schedule based on agency need and input from Warehouse Manager, Diaper & Delivery Manager and Executive Director through the NIN Bloomerang volunteer platform;
- Recruit & schedule individual volunteers from well-established volunteer base and outreach for warehouse, diaper pantry, food pantries and deliveries – up to 50 volunteers each week using app, email, phone and in-person contacts;
- Communication with new volunteers making sure applications are complete, and instructions are provided prior to volunteer experience, as well as follow-up touch points;
- Manage Bloomerang volunteer platform for scheduling;
- Coordinate with volunteer groups (i.e. businesses, Scouts, schools) to assist in the Warehouse, food pantries or referral to partner opportunities;
- Update and maintain forms and instructions relating to volunteer activities;
- Draft weekly marketing email for volunteer recruitment linked to volunteer sign up & content for social media posts;
- Gather data and draft monthly volunteerism report;
- Onsite presence for volunteer-related activities at Tuesday morning Food Pantries during the month of July;

- Attend community events as a representative of NIN.
- Other projects and tasks as assigned.

REQUIREMENTS AND MINIMUM QUALIFICATIONS:

- Passionate about addressing food insecurity and diaper need in Greater Lawrence.
- Proficiency in Google/Microsoft sheets, forms and docs and ability to learn new computer applications.
- Comfortable communicating through email and by phone.
- Exceptional organizational skills and highly detail oriented.
- Ability to work in a fast-paced environment, meeting a variety of deadlines, and managing multiple projects simultaneously.
- Must demonstrate both the ability to work independently and with diverse teams of co-workers, including volunteers with a variety of backgrounds and skillsets.
- Multilingual, multicultural encouraged to apply.
- Must be 18 years of age.

Neighbors In Need is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or identification, or any legally protected status.

Interested candidates should email a cover letter and resume to Lisa Smith, Executive Director, at lisa@needfood.org.