



## Job Posting Volunteer Services Manager

Project Access invites you to join to us in making a difference in the lives of over 22,500 children, families, and seniors living in affordable housing communities across the country. As an onsite service provider, we envision that all residents of affordable housing communities have the opportunity to achieve self-sufficiency and maximize their full potential.

Project Access operates over 75 Resource Centers in 13 states with 100 employees and growing. Our Core Values play a constant role in how we operate our business: Respect & Support, Empowerment, Integrity, and Teamwork & Collaboration. To learn more about Project Access, please visit <https://www.project-access.org> and <https://www.facebook.com/ProjectAccessOrg/>.

### What you'll be doing:

Reporting to the Chief Development Officer, you will be responsible for leading and managing the volunteer and intern program. This includes identifying organizational needs and opportunities; recruiting, retaining, and recognizing volunteers; and working with departmental stakeholders. You are the first point of contact for prospective volunteers and interns and will play an important role articulating the organization's mission and the ins and outs of each volunteer position and intern opportunity. In this high-volume recruitment role, this position will be involved in application review, interviews, communicating with applicants, selection, and processing of a rapidly growing number of volunteers and interns. You will work with a diverse group of stakeholders including partner organizations, volunteers, non-profits, donors, the public, and community organizations to build long-term partnerships.

### What you'll bring to the table:

- Bachelor's degree in education, social work or family studies or equivalent experience in project organization and management, volunteer relations, or similar position
- One year experience of volunteer recruitment, retention, and recognition
- Experience collaborating with a broad range of stakeholders to complete projects
- Experience with a CRM system (Salesforce and Bloomerang a plus)
- Highly relational – exceptional interpersonal communication skills
- Proven public speaking ability
- Ability to effectively present information and respond to questions from supervisors, peers, donors, board, general public, etc.
- Certificate in Volunteer Management preferred
- Valid CA Driver's License, clean driving record, and current automobile insurance
- Successful completion of background check
- The physical activity of this position includes sitting for long periods of time, minimal lifting, bending, walking, kneeling, reaching, and step climbing.

### The details:

- This is **full-time, exempt position**, with a work schedule of Monday through Friday. May include evenings and occasional weekends as needed.
- **Location:** Corporate office. 2100 W Orangewood Avenue, Suite 230, Orange, CA 92868. **Temporary remote work due to COVID.**

- **Benefits offered:** Project Access pays 100% of the employee's premiums for an HMO medical plan, a PPO dental plan, term life insurance, and EAP; provides Paid Time Off, 13 paid holidays, and a Safe Harbor 401(k) with 4% match. Vision and Voluntary Life Insurance is available at employee cost.

**TO APPLY** please submit a cover letter with your resume to [humanresources@project-access.org](mailto:humanresources@project-access.org). Your cover letter is to summarize how your qualifications and interest meet the position requirements.

*The above list of job duties is not exclusive or exhaustive and the job holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the position.*

**Equal Opportunity:** Project Access, Inc. is an at-will and equal opportunity employer and seeks to employ and assign the best qualified personnel in a manner that does not discriminate based on race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve and National Guard status or any other status or characteristic protected by law.