



18240 Hwy 301 S. Wimauma, FL 33598 - 813.633.1548

VOLUNTEER ENGAGEMENT SPECIALIST

Starting Jan. 2, 2021

Accountability: The Volunteer Engagement Specialist reports to the Executive Director.

Job Overview: The Volunteer Engagement Specialist is responsible for helping to plan and implement all efforts related to recruitment, cultivation, training, equipping, organizing, and retention of volunteers to support the mission and vision of Beth-El Farmworker Ministry and its programs.

Responsibilities and Duties:

- Work with staff to identify volunteer needs throughout the mission.
- Develop and recruit volunteer positions to meet mission's needs.
- Train, schedule, and place volunteers (including groups and individuals).
- Support the facilitation of Christian mission trips through Cedarkirk Challenge to Change Program, College/University trips, partner churches mission teams.
- Enhancing volunteer involvement and retention.
- Assist in the recruitment, training and placement of Volunteer Leaders.
- Assist in planning of volunteer recognition and appreciation events.
- Develop and coordinate volunteer programs for youth and young adults in the community.
- Partner with the Program and Partnerships Manager to recruit and connect with faith-based organizations, school groups, businesses and other community organizations to volunteer opportunities.
- Oversee online Volunteer Management System, maintain volunteer records, document volunteer hours, and produce reports as needed.
- Demonstrate a passion and commitment for Beth-El's mission and vision, share the work of the mission at community events, church mission fairs, and other venues.
- Support the team in other tasks as assigned by the Executive Director.

Volunteer Engagement Specialist Requirements:

- A Bachelor's degree in social sciences or business fields preferred, or equivalent experience.
- Volunteer coordination/management, personnel or related background, with supervisory experience highly desired.
- Skill Requirements: passion for ministry and comfort working with Latinx immigrants, farmworkers, families with children, and adult populations.

- Highly computer literate with strong background with word processing, PowerPoint, spreadsheet, database, and e-mail software.
- Excellent written and verbal communication skills in English and Spanish.
- Ability to work both independently as an energetic self-starter, get things done attitude within a multi-disciplinary framework, and as part of highly collaborative team.
- Ability to articulate Beth-El's mission, program, and needs to the community to both individuals and large groups.
- Demonstrates maturity and sensitivity to issues of faith, culture, and other sources of diversity.
- Highly motivated, people oriented, self-starter who is knowledgeable about Latinx culture and passionate about the immigrant community.
- Familiarity and/or comfort in working with persons of faith, predominantly Christians of Reformed Tradition, and others.
- Fluent in Spanish and English.

Job Type: Full Time, Exempt

Schedule: Includes evenings and weekends.

Benefits:

- Medical and retirement plan for employee. *
- Two weeks paid vacation each year.
- Ten paid holidays.
- Ten paid sick days per year.
- Mileage reimbursed, when not using mission's van.

COVID-19 considerations:

At Beth-El we are required to wear protective gear when interacting with volunteers and public. Staff have individual offices that are sanitized often. Protocols are in place to serve clients remotely.