



JOB DESCRIPTION

Position title:

Volunteer Coordinator/Administrative Assistant

Start Date:

September 2022

Direct supervisor:

Executive Director

Position Type:

Part-time (20 hours/week); remote

Compensation:

\$17/hour

Application Deadline:

Rolling

How to Apply:

Email resume to info@projectlibertad.org with the subject line "Volunteer Coordinator/Administrative Assistant"

Organization Mission

Project Libertad empowers newcomer immigrant youth and their families by providing essential, youth-led and youth-centered legal and social services. We envision a world where all newcomer immigrant youth have access to the legal services, social services, academic support, and leadership opportunities needed to thrive.

Position Description

SPANISH FLUENCY IS REQUIRED FOR THIS POSITION. The Volunteer Coordinator/Administrative Assistant onboards new volunteers, helps current volunteers continue to meet all volunteer requirements, and participates in ongoing volunteer recruitment, engagement, and retention. The Volunteer Coordinator/Administrative Assistant also assists the Executive Director, Board of Directors, and other PL staff/volunteers with administrative duties, including but not limited to, answering/returning calls and messages, financial and other record-keeping, donor engagement, and the legal intake program.

Tasks

- **SPANISH FLUENCY IS REQUIRED FOR THIS POSITION.**
- Recruit new volunteers by posting monthly ads
- Respond to prospective volunteer inquiries in a timely manner (within 2-3 business days at most)
- Become familiar with content of volunteer training manual and slideshow and keep it updated regularly
- Email the following documents to all new volunteers: (1) training manual/slideshow, (2) instructions on obtaining clearances, and (3) links to volunteer application/waivers
- Conduct monthly trainings with new volunteers (about 1.5 - 2 hours per training)
- Follow up with new volunteers after trainings to ensure they fully complete their volunteer requirements (volunteer application, waivers, and all clearances)
- For in person volunteers (new or returning): obtain and keep record of COVID-19 vaccination status
- Review volunteer applications thoroughly
- Guide new volunteers through the process of getting their required clearances (PA Criminal Record Check, PA Child Abuse Clearance, and FBI Background Check with Fingerprints)
- Guide volunteers through process of completing Mandated Reporter Training as applicable
- Review clearances for criminal history and currentness (must be current within one year and must renew annually)
- Ensure that current/existing volunteers fill out a new volunteer application and new waivers each year and renew their clearances each

year; update volunteer database with any new contact information and information on their completion of volunteer requirements, and upload new clearances and applications into their Google Drive folder

- Complete reference checks of new volunteers as needed (for example, in case of criminal history)
- Report any criminal history that appears on clearances to the supervisor before allowing an individual to volunteer -- the Board of Directors must review such cases on a case-by-case basis to determine if an individual will be permitted to volunteer.
- Maintain detailed records
 - Ensure that volunteer applications and clearances are timely uploaded in the volunteer's individual folder within the Google drive and that past clearances and applications are moved into the past folder marked with the year of the clearances/application. *Never delete prior clearances or applications -- we need to maintain a record that an individual was cleared to volunteer at all times.*
 - Ensure that the folders of prior volunteers who no longer volunteer are moved to the Prior Volunteers folder, *but never deleted.*
 - Continually update the volunteer database.
 - Document any reference checks.
 - Keep volunteer information confidential!
- Assign volunteers to projects that fit with their schedules and document assignments both on the Active Volunteers spreadsheet and the Schedule Google document
- Receive and review weekly reports from volunteer project leaders
- Alert supervisor to any issues that arise in the weekly reports
- Regularly check in with volunteers to ensure there are no issues or concerns
- Send regular reminder emails (weekly) to volunteers to remind them of their upcoming volunteer commitment
- Coordinate program schedules and logistics with school district partners for all in-person programs (primarily Newcomer Support Programs and Mentoring)
- Conduct volunteer surveys to rate volunteer satisfaction
- Assist the Executive Director, Board of Directors, and other PL staff/volunteers with administrative duties, including but not limited to,

answering/returning calls and messages, financial and other record-keeping, donor engagement, legal intake program, etc.

Qualifications

- **SPANISH FLUENCY IS REQUIRED FOR THIS POSITION.**
- Organization
- Reliability
- Punctuality
- Basic computer skills, including use of email and presentation software
- Public speaking
- Experience working in a nonprofit setting with immigrant communities preferred.

Setting

Fully remote position.

Schedule

- This will be an at-will position with Project Libertad. This means that employment is not for any specified period of time and the employment relationship can be ended by either the employee or Project Libertad at any time and for any reason without prior notice. Nothing contained in this offer or other communication from Project Libertad creates or implies an employment contract for any specific period of time.
- Employee works remotely and will mutually agree upon hours with employer.

Training and Supervision

Volunteer Coordinator/Administrative Assistant will:

- Complete standard volunteer training and obtain/maintain all required clearances and certifications.
- Receive 2-hour orientation to Volunteer Coordinator job.
- Weekly supervision phone calls with supervisor to answer any questions or concerns.

Required Clearances

Employee must complete and maintain all required clearances (FBI, PA Child Abuse, and PA Criminal Record) and complete a Mandated Reporter Training.

Statement of Non-Discrimination: Project Libertad is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation or gender identity, national origin, age, disability, marital status, veteran status, political affiliation or belief, or any other characteristic or classification protected by federal, state, or local law or regulation.

Compliance Statement: In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the agency. Employees are also expected to understand and be in compliance with applicable laws and agency policies.

