

What is the name of your organization?

Scarlet Hope

Applicant Information

What is the job title of the position you are seeking to fill?

Outreach Coordinator

Where is the job location?

Atlanta, GA

How is the job classified?

- Part-time

What qualifications are desired?

Experience working with vulnerable populations, trauma-informed care, volunteer management

What are the responsibilities/duties?

Outreach Programs

- Perform general administrative tasks that include, but are not limited to:

- Scheduling volunteer leads' monthly meetings
- Volunteer communication and cultivation
- Recording and tracking Metrics
- Manage volunteer CRM

- Coordinate gifts for Weekly Outreach with the volunteer leads and holiday gifts with City Coordinator

- Volunteer care and cultivation (this can include volunteer monthly engagement events and meetings, updating volunteer profiles, etc.)

- Participate in Text Outreach

- Collaborate with the City Coordinator in the planning and execution of special events

- Assist with onboarding new volunteers

- Ensure each volunteer team has needs in place (Ex. Prayer team has access to previous prayer requests and prayer requests added to specific form)

Community Programs

- Available weekly to meet with women for intake, tier one case management as needed

- Connecting with Research Volunteers to identify collaborative partners for Atlanta's Master Resource List and keep list up-to-date based on needs expressed by volunteer leads and City Coordinator

- Nurture connections

Are you looking for a current student or alumni?

- Current Student
- Alumni

What is the pay rate?

Hourly based on experience

Through what method would you like someone to apply?

- Website

- Email

Please provide the link or address for the application.

<https://scarlethope.org/hiring/>

Additional comments

Apply online or email your resume to monica@scarlethope.org