

Volunteer Center of Lubbock Leadership Coordinator
Full-time position - 40 hours per week

The Volunteer Center of Lubbock inspires a more engaged community by helping people find their purpose and act on it.

Our ideal candidate has a passion for service and people – someone who has excelled at customer service, gets excited about talking to and connecting people of all ages ranging from one-on-one to large groups, and is jazzed about multi-tasking.

In essence, **the perfect candidate:**

1. **Already knows – and loves – the Volunteer Center.** Or, they might have a lifelong passion for helping people act on their purpose whether exhibited in work, volunteer, or personal experience.
2. **Is absolutely excellent with relationships** – passionate about **listening** to people, **understanding** their needs, and **guiding** them to the right fit in the context of our mission. Loves sharing stories. Values receiving feedback.
3. **Is fantastic at managing details enabling strong organizational impact.**
4. **Is a strategic thinker** – can see the big picture and fill in the details to make it happen.
5. **Provides excellent customer care.**
6. **Loves learning - and sharing - knowledge in engaging, creative ways.**
7. **Plans amazing events** – is comfortable orchestrating events of all sizes and creating a meaningful experience for every attendee.
8. **Loves sales** – can listen and create value. Connect dots on how our programming can impact their mission. Able to tailor our services to their needs for maximum benefit. Source of inspiration, motivation and encouragement.
9. **Has a degree** – Masters preferred.

A few other qualities we're looking for include:

- **A great organizer** – creates simple systems to facilitate excellent follow-through.
- **Collaborative**, and skilled at working with people from different departments, and different backgrounds. Gets the power of what can be done by a unified team.
- **A strong influencer who is not afraid to speak up.**
- **Entrepreneurial**, bringing new and different ideas to the table, and then taking initiative to make them happen.
- **A great communicator** – both in writing and in person in a variety of settings. Asks great questions.
- **Sees having a variety of jobs as an opportunity, not a burden.**

If you are someone who has these qualities, we can train you to do everything else.

This role is primarily focused on leadership development and event planning, including coordinating adult and youth leadership programs; developing curriculum for trainings; providing training for people with different skills, ages, and backgrounds; working with volunteers who contribute to programming; managing logistics for all special events; compiling evaluations; providing assistance on grant writing and reporting; collaborating with team members on events and other tasks. Experience in conducting training is a must.

If this description calls out to you, send a cover letter that explains why, along with a resume and salary expectations, to sbass@volunteerlubbock.org.

No phone calls please.