**January 17, 2025**

*Established in 1977, Alexandra House is one of the largest, comprehensive domestic and sexual violence organizations in Minnesota; and the only one in Anoka County. We offer a continuum of trauma informed services to victims and survivors of domestic violence, sexual violence, dating violence, and abuse in later life.*

**Volunteer Services Coordinator**

Full Time, non-exempt position responsible for planning, implementing, and managing the volunteer and internship programs. The coordinator will cultivate a dedicated, capable volunteer community that is meaningfully engaged in achieving the mission and ensures that volunteers have the tools they need to succeed.

**Some of the Responsibilities Include:**

**Volunteer Program Management**

* Develop and implement comprehensive strategies for volunteer recruitment, retention, and recognition to increase volunteer engagement.
* Conduct volunteer training sessions, including two 50-hour Volunteer Advocate Training programs annually.
* Regularly evaluate volunteer placements, provide constructive feedback, and address any performance concerns.
* Maintain accurate and up-to-date volunteer records, including hours, training, and program outcomes.
* Plan, organize, and execute volunteer appreciation events and communications, including newsletters.

**Training and Curriculum Development**

* Design, develop, and deliver professional training programs in compliance with state-mandated requirements.
* Create and refine assessment tools to measure the effectiveness of training and volunteer programs.
* Serve as a trainer for staff, volunteers, and external professional audiences, sharing expertise on relevant topics.

**Internship Program Oversight**

* Develop and manage internship opportunities in collaboration with local universities and colleges.
* Oversee the recruitment, onboarding, and supervision of interns, ensuring compliance with agreements and organizational standards.
* Provide field supervision for social work interns as needed.

**Community Engagement and Education**

* Deliver community education and professional training on topics such as domestic, sexual, and relationship violence, including elder abuse as necessary.
* Provide 4 to 6 hours of crisis intervention, referrals, and support services to victims of domestic, sexual, and relational violence, including elder abuse, both in-person and via phone monthly.
* Assist the Director of Mission Advancement in identifying and exploring new program opportunities to expand services.

**Minimum Qualifications:**

* Bachelor’s degree or equivalent related work experience.
* Two years of experience working in curriculum development and/or professional development
* Commitment to and experience in working with people from diverse, underserved, and marginalized communities.
* Strong time management skills, with ability to make decisions about how to manage multiple tasks
* Ability to problem solve, effectively plan and prioritize, make decisions individually and within a team.
* Ability to handle volunteer, donor, and/or client information with complete confidentiality.
* Exceptional communication skills, both verbal and written.
* Robust knowledge of the Microsoft Office suite of programs (Word, Excel, Outlook, etc.).
* Ability to travel to multiple locations.

**Preferred Qualifications**

* 40-hour state-mandated sexual assault certification.
* Familiarity and comfort using databases (donor database: eTapestry, Greater Giving).
* Experience providing trauma-informed advocacy to victims/survivors.
* Well-developed understanding of the needs, options, and resources available to victims/survivors of domestic and sexual violence.

**Hours**

Monday-Friday, flexible office hours with evenings and weekends as needed.

**Starting Salary Range**

$46,669- $52,594 DOQ, along with an excellent benefits package including health and dental Insurance, retirement plan with employer match, paid holidays, paid vacation and medical, life insurance, short term and long-term disability insurance.

**How to Apply**

Please submit a cover letter and resume Attn: Director of Human Resources at [hradmin@alexandrahouse.org](mailto:hradmin@alexandrahouse.org)and please apply at<https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6642029>