

## NOW HIRING -- Volunteer and Outreach Coordinator

**The Recyclery Collective** is an educational bike shop that promotes sustainability by giving access to tools, skills and opportunities for collaboration.

**Job Description:** The Recyclery Collective is hiring a *Volunteer and Outreach Coordinator (VOC)* to help safely re-engage our volunteer base after a year of dormant programs. The position is highly communicative and requires excellence in writing and public speaking as well as the ability to form and work with multiple teams. The VOC will work 12-16 hours per week with a flexible schedule. The position starts at \$16.00 per hour.

Responsibilities include:

- Recruit, coordinate, support, and communicate with new and existing volunteers
- Keep track of volunteer skills, interests, and availability
- Schedule volunteers to contribute to regular programs and special events
- Match volunteer interests and abilities to the organization's needs
- Schedule and promote outreach events, and ensure that all volunteer roles are filled
- Lead volunteer appreciation and retention efforts
- Support volunteers in learning how to cultivate safer space
- Utilize listserv and social media assets to strategically conduct targeted outreach
- Foster relationships with new and existing partner organizations
- Collaborate with other staff and Collective members
- Perform other duties as required

**Working with the Collective:** The Recyclery is run by a Collective which meets twice a month to decide issues impacting the direction of the organization and operates using a consensus process. Staff are encouraged to join meetings and may be paid to participate when requested by the collective.

Necessary Skills and Qualifications:

- Minimum of two years of work experience or equivalent
- Experience organizing and motivating volunteers individually and in groups
- Excellent written and verbal communication skills
- Excellent time management skills
- Experience using social media for outreach
- Familiarity with Google Drive and Microsoft Office
- Ability to write and edit newsletters (MailChimp experience is a plus)
- Outstanding interpersonal skills
- Dependable, dedicated, and highly organized
- Flexible, creative, and adept at working in a fast-paced environment
- Self motivated and able to take initiative and set one's own tasks
- Attention to detail and commitment to accuracy
- Strong work ethic and a willingness to ask for assistance
- Interest in furthering the mission of The Recyclery and commitment to upholding our safer space guidelines

The Recyclery is run by a collective which meets twice a month to deliberate over issues impacting the direction of The Recyclery using a consensus process. Whether or not they are present, the VOC is expected to report on their work, share their point of view, contribute to the agenda, and help to enact the decisions made by the collective.

The Recyclery Collective is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, sexual orientation, veteran status, national origin, or disability. While performing the duties of this job, the employee is regularly required to talk or hear, sit, use hands, and reach with hands and arms.

Please email cover letter and resume to [info@therecyclery.org](mailto:info@therecyclery.org) NO PHONE CALLS PLEASE