**Volunteer Engagement Specialist Vista Job Description**

Newcap is seeking a Volunteer Engagement Specialist who will create a fun, education and action-based volunteer community focused on engaging young professionals who will support the community through events, committees and programming support. These volunteer opportunities will fill needs identified in the community needs survey, expressed during community forums, identified by Newcap program directors and other community organizations.

**Responsibilities**

* Create a volunteer recruitment and engagement program focused on educating the community and engaging volunteers in activities that will support the ongoing efforts of Newcap’s poverty relief programming.
* Create budgets, timelines, and project plans to launch and track the success of the community.
* Create a marketing plan to recruit volunteers and any events hosted.
* Write program funding proposals, grants and submit all required reports.
* Recruit and manage volunteer committees and ensure they are supported in their responsibilities.
* Implementing and managing changes and interventions to ensure project goals are achieved.
* Present volunteer opportunities to area companies and work with area HR and engagement specialist to encourage engagement
* Document the program in detail
* Create reports for leadership
* Track all activities and successes
* Host up to 6 volunteer led events in 2020.

**Requirements**

* Bachelor’s degree or working toward a bachelor’s degree in business, social work, or related field
* Experience working in teams and leading teams of volunteers.
* Coachable
* Leadership experience
* Experience using computers for a variety of tasks.
* Competency in Microsoft applications including Word, Excel, and Outlook.
* Excellent presentation skills
* Skilled at conflict resolution
* Understands fundamentals of project management.
* Proven time management experience.