



Job Description: Recruitment Coordinator (AmeriCorps VISTA)

Summary:

As a Skookum Kids VISTA, you'll work on volunteer recruitment and support, community partnerships, and storytelling. Learn more about Skookum Kids at www.skookumkids.org.

Reports to:

Development Director

Qualifications:

- Writing and editing skills
- Computer and technology competency
- Recruitment experience
- Comfortable public speaking
- Be able to work as part of a dynamic team
- Fundraising and grant writing
- Experience working in youth development
- A strong communicator

Key responsibilities:

- Creating and executing a strategy to recruit, appreciate, and retain volunteers and interns
- Building and maintaining a story log of content for social media and recruitment use
- Joining staff and volunteers participating at The Landing and other volunteer centric programs
- Improving system for in-kind donations to various programs and fundraisers
- Assisting with grant writing and reporting and creating a grants calendar

Hours and Compensation:

Full-time, compensation via AmeriCorps VISTA program

To Apply please visit:

<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=120947>