

VISTA Community Engagement Coordinator

The South Kensington Community Partners (SKCP) is seeking a motivated, enthusiastic and organized person to fill the position of Volunteer Coordinator. The right candidate will be interested in community building and development, and have a passion for helping people.

SKCP (formerly the Kensington South NAC), is a community-based nonprofit organization serving the South/Olde Kensington neighborhood. Our service area is W. Girard Ave. to Berks St., N. Front St. to N. 6th St. in the 19122 zip code. The mission of SKCP is to connect our community to resources and opportunities, the land, and each other. We act as, and encourage others to be, engaged stewards of the neighborhood. We advocate for responsible development that builds upon the physical, social and economic fabric of the neighborhood.

SKCP is a small office with a big mission; we depend heavily on our volunteers to execute our programs. The Volunteer Coordinator's role is twofold: to continue to engage individuals and groups who have previously volunteered with SKCP; and to conduct outreach to recruit future volunteers.

Responsibilities:

- Develop outreach strategy to build community participation and engagement with SKCP's programs and work
- Create a volunteer database, and update regularly
- Develop guidelines and descriptions for volunteer opportunities
- Develop comprehensive outreach strategy to recruit prospective volunteers, which includes: conducting outreach to residents, schools, and businesses, and to local colleges and universities; post event information on city-wide volunteer sites; develop and maintain relationships with contacts
- Develop and conduct orientation training for new volunteers
- Maintain existing partnerships with neighborhood institutions (i.e. nonprofits, religious institutions, recreation centers, schools) and develop new partnerships with institutions or organizations SKCP has not worked with previously
- Organize and oversee city-wide events that SKCP participates in and organizes neighborhood projects. Including but not limited to: Philly Spring Clean, Love Your Park, MLK Day of Service, and the events affiliated with SKCP's vacant lot management program
- Work with SKCP Committees to grow membership and leadership, and support event organization and outreach
- Assist SKCP staff in needs assessment and recruitment of volunteers for specific events or programs

Assist with the following:

- Production of SKCP's weekly e-newsletter, quarterly newsletter, and event marketing
- Organization of Neighborhood Advisory Subcommittee projects and events
- Maintaining SKCP's website
- Publication of annual business directory and resource guide
- Assessing social networking needs and opportunities
- Other outreach activities as assigned

Qualifications:

- Experience working with volunteers and volunteering
- Demonstrated dedication to SKCP's mission
- Ability to work well with diverse groups of people
- Strong verbal and written communication skills
- Ability to motivate, energize and organize people
- Proficiency in Microsoft Word and Excel
- Experience with website maintenance,
- Flexibility and creativity
- Be available for occasional evening and weekend meetings and events
- 4-year college degree preferred, High School Diploma or equivalent required
- Ability to stand and walk for long periods of time

To apply, send resume and thoughtful cover letter to info@southkensingtoncommunity.org.
www.southkensingtoncommunity.org