



## Full Time Site – Based Outreach & Volunteer Coordinator

Girl Talk, Inc. - Knoxville, TN

*Girl Talk, Inc. is a non-profit organization that empowers girls to become their best selves through reducing the likelihood of teenage pregnancy and increasing the likelihood of educational advancement.*

The Outreach & Volunteer Coordinator's role is to manage all elements of the outreach and volunteer components of our school/site-based programming. The role involves meeting Girl Talk's needs through the **recruitment of**, **retention of**, and **communication with** school & site-based mentors. The Coordinator recruits, manages, and supports the relationship between Girl Talk and its school & site-based mentors, and is responsible for all aspects of communication with our volunteers and community constituents.

Job responsibilities include, but are not limited to:

- Cultivating relationships with potential mentors
- Recruiting, Screening, Training and Retaining school & site-based mentors
- Monitoring, Managing, Supporting, and Motivating school & site-based mentors
- Celebrating school & site-based mentors by organizing recognition, celebration, and/or appreciation events
- Helping to organize awareness events and campaigns to attract new school & site-based mentors
- Maintaining volunteer databases that include current and past constituents and their contact info
- Coordinating mentors at schools and outreach sites w/ the Curriculum & Site Coordinator
- Providing oversight and support to schools and outreach programs
- Planning and Facilitating training for school & site-based mentors
- Obtaining feedback from mentors, school representatives, and outreach partners
- Assisting with Special Events as needed (Gala, Breakfast, program events, etc.)
- Performing other duties as required and assigned

### **Knowledge Requirements:**

- Bachelor's degree in Communications, Human Services, Family Studies, Social Work or equivalent work experience preferred but not required
- At least 1-3 years' experience in related position.

### **Skill Requirements:**

- Commitment to excellence and to the mission of Girl Talk, Inc.
- Relationship building experience
- Effective listening skills
- Effective oral and written communications skills with an ability to relate with a diverse group of individuals or organizations in an effective manner
- Ability to think strategically with proven, strong ability to execute on plan
- Ability to take initiative and be creative in thinking and solutions
- Must be able to effectively multi-task and prioritize
- Effective problem solver and decision maker
- Proficient computer skills (familiarity with customer relationship management systems preferred, electronic giving and information exchange preferred)

- High-energy individual who takes initiative with a positive outlook who can manage ambiguity and change
- Manage expectations of internal team members effectively and a strong desire and aptitude to be part of a team environment
- Ability to work in a high volume environment
- Typing, proof reading, and other duties as required
- Strong ability to self-organize and prioritize in efforts to meet deadlines
- Highly organized with excellent attention to detail
- Expertise in Microsoft Office (Word, Excel & Outlook)

### **Additional Qualifications**

- Creative
- Extraverted nature
- Fun and welcoming personality
- A person who takes initiative
- A willingness to be cross-trained in other aspects of the organization
- A personality that enjoys working with others
- A flexible and adaptable attitude including ability to work flexible and varied hours
- The ability to follow instructions, respond to management direction and solicit feedback to improve performance
- Track record of reliability and timeliness
- Willingness to pitch in beyond the scope of your specific job description
- Professional appearance and presentation
- Ability to communicate with various groups and sectors

Job Type: Full-Time | 40+ hours a week | Hybrid Schedule M/F WFH | Weekend work required occasionally  
Please submit resumes via email to [denetria@girltalkinc.com](mailto:denetria@girltalkinc.com) | No phone calls please