



## JOB DESCRIPTION

<b>CLASSIFICATION:</b>	<b>Exempt/Salary</b>
<b>POSITION:</b>	<b>Coordinator Resources &amp; Volunteers</b>
<b>EMPLOYMENT STATUS:</b>	<b>Full Time</b>
<b>SUPERVISOR:</b>	<b>Office Manager &amp; Sr Director Finance</b>
<b>ALIGNS CLOSELY WITH:</b>	<b>Accounting Specialist Growth Strategies Department</b>

### **FUNCTION:**

The **Coordinator of Resources & Volunteers** of Shared Hope International (SHI) is responsible for coordinating logistics for the efficient use of resources in the effort to fulfill public and donor orders and to recruit and maintain relationships with volunteers eager to help fulfill SHI's mission of preventing, rescuing, restoring, and bringing justice while eradicating sexual trafficking.

### **ESSENTIAL DUTIES:**

#### Coordinator of Awareness & Educational Resources:

1. Coordinates the **fulfillment of SHI educational resource requests** which come in via email ([resources@sharedhope.org](mailto:resources@sharedhope.org)) or phone.
2. Manages the daily handling of all collateral inventory and oversees **inventory control** with monthly reconciliations and physical counts. Informs the appropriate managers of need for purchasing approval when the inventory is in need of restocking, updating or replacing.
3. Responds daily to inquiry **emails** coming into [savelives@sharedhope.org](mailto:savelives@sharedhope.org) based on established protocols, researches for correct responses and/or redirects as needed to appropriate alternative staff member.
4. Assists in preparing SHI educational materials and supplies for **community awareness events** as requested by the Growth Strategies staff.

#### Coordinator of Volunteers:

5. Fosters ongoing relationships with **community sources** of volunteers for the Vancouver, WA office.
6. Oversees the recruitment, orientation, training, supervising, and scheduling of **volunteer** workers.
7. Recruits and schedules additional volunteers for special seasonal SHI campaigns and assigns SHI tasks as appropriate based on skillsets of volunteers.
8. Assists the Growth Strategies staff in recruiting, orientation and scheduling of **college interns** for the Vancouver, WA office.

### Other Assignments:

9. Assists the Office Manager with WIN Program mentoring of Interns during training periods.
10. Performs specific regular **administrative tasks** as assigned by the Office Manager and serves as periodic support of administrative staff during vacations or absences (reception, phone support, donation processing, mailings, event administration).
11. Develops knowledge of and consistently implements all approved policies, protocols, and procedures of SHI.
12. Sets and achieves periodic goals for job performance and improvements as established with immediate supervisor.
13. Performs other duties as assigned by Supervisor.

### QUALIFICATIONS:

1. A minimum of two years professional business experience with proven knowledge of managing inventory is required.
2. High School degree minimum with preference given to those with a Bachelor's degree
3. Proficient or greater level of computer skills including Microsoft Word, Excel, and Outlook. Preference given to Salesforce database familiarity
4. Excellent written and oral skills
5. Personable business demeanor with excellent interpersonal and public communication skills and comfort level.
6. Strong organizational skills, detail orientation, and ability to multi-task. Ability to manage various projects simultaneously.
7. Self-motivated and capable of working independently and on deadline **with ability to problem solve**.
8. Able to work on a team as a trustworthy member.
9. A positive and pleasant "can-do" attitude.
10. A passionate concern for women in crisis and the eradication of sexual slavery.

### ABILITIES:

1. Ability to stand or sit for prolonged duration
2. Ability to perform repetitive finger, hand, and arm movements
3. Ability to lift 25 lbs.
4. Talking-giving verbal instructions in close range, and speaking over the phone,
5. Able to perform simple math
6. Ability to utilize electronic equipment such as computer, 10-key, telephone, etc.
7. Ability to think critically and provide appropriate solution

**Work location:** SHI Headquarters in Vancouver WA.

### Disclaimers:

1. SHI is an "At-will" employer. *This job description is provided for informational purposes only and does not form the basis of a contract.*
2. This description is intended to provide an overview of the responsibilities and duties of the position. It is not all-inclusive. The incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time.

***Salary Scale:*** beginning range of \$35,000 to \$40,000 based on verified experience. 401K employee match available, health insurance benefit with \$100 employee contribution, and performance based salary increases.

Qualified candidates should email to [jobs@sharedhope.org](mailto:jobs@sharedhope.org) :

- 1) Cover letter
- 2) Resume
- 3) A list of three (3) professional references with contact information (Name, Phone, and email address).

Interviews of all qualified applicants will be in-person at the Vancouver, Washington Shared Hope office. Shared Hope cannot pay or reimburse travel costs for interviewees. The desired start date will be as soon as a qualified person is found for this position.