

Job Description

Job Title:	Volunteer and Community Engagement Coordinator
FLSA Status:	Full-time/Exempt
Department:	External Affairs
Reports To:	Director, Development & Community Engagement
Location:	Rung St. Louis
Schedule:	Varies; will likely include evenings and occasional weekends
Salary Range:	\$44,000-55,000

Description of Organization:

Rung for Women is looking for like-minded individuals to join our team of passionate and enthusiastic individuals who are committed to inspiring women to climb the economic ladder. We envision a world where all women can lead equitable and abundant lives. Rung offers professional and personal development opportunities, along with a supportive community of women who want to earn a thriving wage and overcome the systemic economic, social, and health barriers to wealth creation.

We believe in unlocking potential and possibilities in our staff and members. In 2023, Rung will focus on career pathways in the technology, geospatial, and advanced manufacturing industries.

Rung for Women partners with employers and training partners who offer a fast-track to career launch through short-term industry-specific training, on-the-job training, and apprenticeships. Our members gain access to a community of like-minded women, health and wellness amenities, and childcare to support them in achieving their goals.

Since our launch in March of 2021, more than 300 women have begun a journey with Rung. Many of them have completed coaching, and career training, and have achieved better employment opportunities and increased their income.

Rung is currently hiring several roles as we prepare to launch our innovated model that will allow us to focus on industries with the most high-impact career and income opportunities for women. If you would like to be a part of an organization that is disrupting the status quo in women's personal and professional lives, Rung for Women is the place for you!

Our Mission:

Inspiring all women to climb the economic opportunity ladder.

Our Values:

- Innovate
- Collaborate
- Invite Joy
- Promote Self-determination
- Uphold Equity

Our staff are:

- Passionate about Rung's vision & mission
- Collaborators
- Effective communicators
- Self-directed
- Value-adders
- Have a growth mindset and high EQ

Position summary: We're looking for someone to oversee Rung's volunteer management program and

staff community engagement efforts. If you are a people-person, like details, and enjoy working with and motivating others, then this is a perfect position for you.

How you'll help Rung achieve our vision: This position ensures our donors, employer partners, and volunteers feel recognized and valued by Rung and deepens connection to our vision.

What you will do:

Grow a high-quality volunteer engagement program

- Work with departments to identify volunteer opportunities
- Develop annual volunteer engagement plan, including strategies for corporate, individual and group volunteers
- Recruit, screen, onboard, and supervise volunteers
- Champion role of volunteers within the organization
- Develop and send the monthly volunteer newsletter
- Maintain continuous quality improvement and evaluation of volunteer program and management systems
- Collaborate with External Affairs team to coordinate partnerships that will enhance volunteer experience and Rung programming, including corporations, non-profits, and community groups. The emphasis on building rapport and relationships with individuals and groups requires an outgoing, poised and persuasive communication style
- Work with External Affairs team to engage volunteers as Rung ambassadors and donors

Staff community engagement efforts

- Give presentations on Rung for Women to community groups, corporate groups, and other stakeholders
- Offer monthly Community Tours of the Rung campus
- Give private tours of the Rung campus to community groups, corporate groups, and other stakeholders
- Visit with community members and organizations to build relationship and determine opportunities to engage with Rung
- Serve as volunteer and community engagement representative on internal and external communities as appropriate
- Represent Rung at community events, festivals, conferences, and other outreach opportunities

What you need to bring us:

- Passion for Rung's vision & mission
- Familiarity with CRM systems (particularly Salesforce)
- Project management experience
- Data management/database experience
- Knowledge of volunteer management best practices
- Advanced proficiency in Microsoft Office Suite
- Strong writing, editing, and communication skills
- High-level organizational skills with strict attention to detail
- Ability to work nights and weekends, as needed

Why Rung for Women?

Rung for Women knows that our success is the result of attracting, retaining, and investing in high caliber staff who have a passion for our vision and mission. When you thrive, Rung thrives. We therefore offer a competitive array of benefits, including:

- Comprehensive Health Insurance: Medical, dental, and vision (majority of the cost for employees is paid by Rung) plus short- and long-term disability insurance (fully paid by Rung)
- Retirement: dollar-for-dollar match up to 5% of the employee's annual salary
- Paid Time Off: Up to three weeks of vacation, 1 week off at end of December, 1 week of sick time, 20 hours of volunteer time, and 9 holidays each year
- Flexibility: flexible work schedule and ability to work from home up to three days/week
- Paid personal and family leave: up to 12 weeks paid time off annually for the birth of your child or to respond to your own serious illness; up to 2 weeks to respond to a loved-one's illness
- Cell Phone Reimbursement: up to \$75 monthly
- Professional Development: up to \$2,000 annually to further your professional development, plus monthly professional development in-services
- Team Building: organized activities throughout the year for departments and all staff to build a strong staff community

Rung for Women is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

Application Process

Interested candidates should submit a resume, cover letter, and any other relevant materials, to careers@rungforwomen.org no later than 5:00 pm, on January 27, 2023. Please also complete a short, 5-minute assessment: <https://assessment.predictiveindex.com/6KH/ae3673b6-821a-46d9-af98-ef32659e9ef7?type=candidateba>