

**United Way of Greater Milwaukee & Waukesha County
2017 Community Campaign
Corporate Volunteerism Administrative Loaned Executive**



United Way of Greater Milwaukee & Waukesha County (UWGMWC) is currently seeking applicants for our 2017 **Corporate Volunteerism Administrative Loaned Executive (LE)** position. This LE role is a full-time (40 hours per week) temporary position from July 31 – December 14, 2017.

The Corporate Volunteerism Administrative Loaned Executive assists in the successful planning, administration and facilitation of United Way's largest volunteer engagement program – Season of Caring, which takes place throughout the duration of the Community Giving Campaign, as well as assisting with additional signature volunteer activities as needed. The Corporate Volunteerism Administrative LE also oversees and executes the administrative tasks needed to deliver exceptional, five-star volunteer experiences to corporate and community groups, individuals and families throughout Greater Milwaukee and Waukesha County through superior customer service, precise project planning and positive relationship building. The ideal candidate has an interest in event planning and project management with excellent customer service and time management skills. In addition, the candidate has solid writing and public speaking skills, can easily manage multiple projects at one time and is a self-starter who can execute tasks with little direction and oversight.

Volunteer Coordination/Management Duties & Responsibilities

- Assist in the scheduling, facilitation and promotion of United Way's annual Season of Caring Volunteer program and all fall Signature Volunteer efforts.
- Solicit and research volunteer project options for corporate and community partners on an ongoing basis.
- Manage logistical details regarding volunteer projects and provide excellent customer service and consultation from start to finish to all customers and workplace groups.
- Ensure data compliance with United Way's existing internal donor management systems, managing the collection of surveys, in-person feedback and basic stats on all volunteer efforts.
- Take photographs at the volunteer projects for future communication and recognition strategies.
- Analyze volunteer experience feedback and present results on a bi-weekly basis to key internal divisions at UWGMWC.
- Conduct reminder and check-in calls to all volunteer coordinators at both companies and nonprofit agencies prior to their projects and field any final questions.
- Have a presence and manage promotional booths at community-wide and company-specific events to promote volunteerism, including college campus service fairs, corporate fairs, local sporting game days, etc.
- Work in partnership with 20+ workplace account Loaned Executives to develop strategies and provide materials for increased awareness and participation in the Season of Caring and year-round volunteer engagement efforts.

Communications & Administrative Duties & Responsibilities

- Assist with the administrative affairs of the Volunteer Engagement Department, including general organizing, project planning, scheduling, basic business correspondence and follow-through.
- Anticipate potential problems and develop solutions, following through to ensure preparedness and orderliness.
- Use Microsoft Office including Word, Excel, PowerPoint and Outlook for effective division administration.
- Assist with coordination of details for volunteer, corporate and campaign activities as assigned.
- Write and develop basic copy for general volunteer-related communications.
- Maintain and organize shared marketing visuals including give-away items, T-shirts, signage and videos, etc.

Why Apply?

- LEs gain comprehensive sales, management and presentation skills.
- LEs are exposed to unique professional development and networking opportunities.
- LEs can increase their confidence, executive presence and leadership abilities.
- LEs strengthen their knowledge of community issues and organizations that address those issues.

Additional Requirements

- Bachelor's degree from a four-year college or university in marketing and/or communications, business, etc.
- 1-2 years of directly related experience or equivalent combination. Experience in customer service and event/project planning and volunteer programs preferred. Candidate should demonstrate excellent written and verbal communication skills in addition to success in public speaking.
- Demonstrated success in customer service excellence, project management, event coordination, problem solving and working with and motivating a diverse constituency.

TO APPLY:

For further job criteria and complete details, click on: <https://www.milwaukeejobs.com/j/20501300>. **Candidates meeting or exceeding job requirements are asked to apply directly at this web address ASAP.** Posting closes once adequate number of applicants is reached.

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