



United Way of Greater Milwaukee & Waukesha County (UWGMWC) has a unique opening for a **Seasonal Volunteer Engagement Administrator**. This individual will aid in the successful administration and facilitation of United Way's volunteer engagement program activities during the annual Season of Caring and Community Campaign season.

## KEY JOB FUNCTIONS

### VOLUNTEER PROJECT ADMINISTRATION

- Manage all aspects of company and community supply drives that occur during Season of Caring/Annual Campaign timetable, including inventory and valuing of in-kind donations.
- Conduct post-event supply inventories after United Way signature events or on-site volunteer projects.
- Manage Volunteer Van scheduling and enter final log data into the van tracking calendar.
- Support all on-site volunteer projects including The Shoebox Project, Snack Packs for Kids, Sandwich Making, New Parent Kits and other on-site volunteer projects as assigned. Support includes delivery and set-up of volunteer project supplies to corporation or community group; on-site volunteer management support; and delivery of final volunteer project kits to funded partner recipients.
- Coordinate the distribution of all Live United t-shirts and volunteer promotional materials for Season of Caring and signature volunteer events including the re-ordering, sorting and general delivery process.
- Support administrative and logistical needs of United Way signature events such as Project Homeless Connect, The Women's Job Seminars, The Men's Job Seminar, MPS Day One, and Fill the Freezer. Support includes improving the efficiency of volunteer check-in process at signature events.
- Conduct reminder calls and follow-up survey calls to volunteers and event attendees to impact attendance and measure results.
- Enter volunteer data from liability/photo waivers into database.
- Enter group event specifics into Volunteer Engagement tracking calendar.
- Compose weekly interdepartmental emails summarizing department highlights and upcoming projects.
- Work with Manager of Community Volunteerism to prioritize and establish calendar for 2018 community supply drives based on community need and partnership opportunities.
- Work with Office Manager and Community Impact Division to establish "Notes of Encouragement" plan and timeline for calendar year 2018.

### EXPECTED OUTCOMES:

- **Customer service needs are met resulting in positive volunteer experiences for individuals, families, community groups and workplaces.**
- **Orderly administration of volunteer engagement division activities with high level of accuracy and achievement of deadlines.**

### KEY QUALIFICATIONS

- High School diploma or GED.
- Valid driver's license, reliable automobile, and auto insurance coverage. Able to drive company van to meetings, appointments and events.
- Ability to lift up to 50 pounds and to walk, sit and stand for extended periods.
- Use Microsoft Office including Word, Excel, PowerPoint and Outlook for effective division administration.
- Experience in data entry.
- Demonstrated success in customer service.
- Office hours are split between two sites, Milwaukee (225 W. Vine Street) and Waukesha (1717 Paramount Drive), with office hours of normal operation from Monday-Friday, 8:00 am – 4:30 pm.

### TO APPLY:

For further job criteria and complete details, click on: <https://www.milwaukeejobs.com/j/26226878> **If you meet or exceed job requirements, please apply directly at this web address today.** Please indicate salary requirements.

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