



Agency Description: The mission of Neighbors Link is to strengthen the whole community by actively enhancing the healthy integration of immigrants. Our mission is achieved by filling a service gap for new immigrant families, offering education and empowerment programs, involving longer-term residents in volunteer opportunities and creating substantive partnerships with other local organizations.

Job Summary: We are seeking a bright and highly motivated individual to help support Neighbors Link's operations. This opportunity is for a Volunteer Manager who plays an important role in ensuring the delivery of services to our vast network of clients in the Westchester County Community by recruiting and motivating volunteers. The ideal candidate will have some nonprofit experience, preferably with volunteer management. Position requires regular weekday office hours and may include some weekend/evening hours to support on-going programming. (Note that we are primarily working remotely until further notice). Neighbors Link is proud to have a team of over 400 volunteers, ranging from adults to high school students, who help to ensure that we can deliver impactful services to the low-income immigrant community.

Responsibilities: Primary responsibilities are shared with the existing Volunteer Coordinator and include but are not limited to:

- Recruit and be the first point of contact for community members (adults, high school students and organizations) interested in our volunteer programs
- Work with program staff to onboard new volunteers and to provide ongoing support and training. Collaboratively identify new opportunities for volunteers.
- Monitor number of volunteers in programs and recruit as needed
- Facilitate and supervise work of volunteers and interactions with staff
- Maintain volunteer records in Salesforce including attendance/participation in programs; create reports as needed
- Create communication materials to keep volunteers informed and engaged
- Coordinate special projects with volunteer groups and respond to request from community organizations interested in partnering in events/programs
- Work with Friends of Neighbors Link on special projects
- Coordinate the process for receiving and processing in-kind donations
- Respond to requests for community service hours documentation
- Organize volunteer appreciation events and produce thank you letters/emails

- Work with program staff to set up and manage college and high school internship programs
- Support the expansion of Neighbors Link's programs in new locations by extending and/or adding volunteer programs to meet the demand for volunteers in those locations
- As part of the development team, identify opportunities to encourage volunteers to become donors

Requirements:

- Strong belief and commitment to Neighbors Link's mission
- Interest and ability to work in all three Neighbors Link sites (Mount Kisco, Yonkers, Ossining) as needed
- Bachelor's degree
- 2 to 4 years experience in a nonprofit organization preferred (staff or volunteer)
- Excellent customer service skills
- Able to maintain privacy and confidentiality
- Able to manage multiple projects simultaneously
- Team player with demonstrated ability to collaborate with stakeholders inside and outside Neighbors Link
- Proficiency with Google and/or MS Office and familiarity with other software such as Salesforce a plus
- Excellent verbal and written communication skills
- Spanish proficiency a plus
- This may be a full time or part-time position; we are looking for the right candidate.

Salary range - \$22 - \$24 hourly.

Please send coverletter and resume to jobs@neighborslink.org. No phone calls, please. Applications without a cover letter will not be considered.