Job Announcement
January 2, 2014

Volunteer Program Coordinator

Seattle Tilth inspires, teaches and empowers people to grow and harvest food in a manner that builds a healthy, thriving community and urban environment. We believe that all people deserve access to healthy, nutritious food and that changing the way we grow, cook and eat food has the potential to transform people’s lives as well as the communities in which we live. Our Community Engagement Team works to engage, inspire and involve the broader community in supporting the work of building a better food system through partnerships, grants, donations, volunteerism and more.

The volunteer program coordinator is responsible for managing the volunteer and internship program including volunteer recruitment, conducting orientations, placing volunteers in appropriate positions, managing systems, maintaining and developing a volunteer database, and training and supporting staff members who coordinate volunteers. This position is responsible for coordinating with the communications team to recruit volunteers through Seattle Tilth’s website and regular communication channels, external postings and outreach events.

The successful candidate will be a creative, self-motivated individual with an enthusiasm for recruiting, inspiring and motivating volunteers. A history of volunteer coordination is important, as is experience in managing a database and community outreach.

This position is a 20 hour per week non-exempt position that requires evening and weekend work as well as a reliable vehicle to transport self and volunteer recruitment materials to orientation locations in the Seattle area. Seattle Tilth provides a 401k as well as paid sick and holiday time. Compensation is DOE.

To apply, please submit a resume and letter of interest as one document in Word or PDF format outlining 1) your experience with the requirements listed above, and 2) why you are interested in this position. Email all materials to jobs@seattletilth.org with the subject “Volunteer Program Coordinator application”. This position is open until filled. Applications will be reviewed as received.

*No phone calls please.*

Seattle Tilth is an equal opportunity employer. People of color encouraged to apply.