



Farmhouse Garden Animal Home

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Volunteer Engagement Coordinator

Farmhouse Garden Animal Home is a 100% volunteer run non-profit. We are seeking a motivated individual, with a strong interest in animal rights and welfare, to lead volunteer engagement efforts. Our vision is to foster a sense of community and connection among our volunteer team through regular communication and recognition.

We currently have ~ 20 volunteers on our main team, as well as large roster of individuals who provide support adhoc when available.

Responsibilities:

- Manage and monitor volunteer communication platforms (ex: Slack channel/FB group, volunteer emails)
- Coordinate volunteer recognition program
- Develop and release regular Volunteer newsletter
- Develop and monitor tracker for volunteer hours
- Maintain records of volunteer information and assignments
- Work with Executive Director and Volunteer Program staff to oversee volunteer recruitment

Requirements:

- Experience managing people, previous volunteer coordinating is an asset
- Previous experience volunteering is an asset
- Working knowledge of databases and MS Office (especially Excel)
- Working knowledge of Gmail, Facebook, Instagram, etc.
- Excellent verbal, written, and visual communication skills
- Strong interest in animal rights and welfare

Minimum time commitment: 5 hours per week

Location: Primarily remote

Income: Volunteer role