



Job Title: Volunteer and Events Coordinator
Location: Center for Women and Children, Coeur d'Alene, Idaho
Status: Full-time (32 hours per week)

This individual oversees the Volunteer Department and special events for the UGM Center for Women and Children (CWC) by recruiting, selecting, equipping and leading volunteers throughout each department within the ministry.

Responsibilities

- Manage the High-Impact Volunteer program at CWC
- Provide volunteer orientations twice a month
- Process applications for, interview and place potential volunteers
- Coordinate volunteer workgroups
- Maintain volunteer statistics
- Oversee all internal and external special events in support of CWC
- Represent UGM at selected community relations events as needed
- Perform other duties as assigned and approved by the Director of Women's Ministry
- Provide tours of UGM facilities
- Coordinate volunteer event details, including planning, decorating, staffing and managing

Required Qualifications

- Self-management skills and ability to oversee multiple projects
- Excellent interpersonal communication skills
- Healthy conflict resolution skills
- Ability to speak to large and small groups of people
- Ability to use automated systems for keeping records up to date
- Willingness to work some variable shifts to ensure coverage

Preferred Qualifications

- 1-2 years of experience leading, training and working with volunteers
- Experience coordinating events and functions

Compensation: Competitive wages, depending on education and experience

Must be committed to the Christian faith and comply with drug-free, tobacco-free policy. Those qualified to join our team can enjoy a rewarding work environment and excellent benefits. Complete UGM's [application for employment](#) and submit it along with a letter of interest and resume to:

UNION GOSPEL MISSION
HumanResources@uniongospelmission.org
Human Resources, 1224 E Trent Ave., Spokane, WA 99202
Fax: 509-535-0315
uniongospelmission.org/employment