



Job Title: Volunteer/Intern Coordinator **Compensation Category:** Hourly/Salary, Based on education and experience
Department: NAMI El Paso **Closing Date:** March 16, 2018 **Job Type:** Part-time

Job Summary:

Under the close supervision of Director of Programs and Office Manager, performs routine and moderately difficult clerical duties. Responsibilities may include customer service, word processing, data entry filing, health fair coordination, and managing volunteers/interns.

Essential Functions:

Drafts correspondence and documents, screens documents for completeness and accuracy and compliance with requirements. Communicates on an intermediate level with internal or external individuals either by telephone or in person, to provide exchange, verify information, answer inquires, address issues, or resolve problems or complaints.
Prepares cart with materials for health fairs.
Insures an adequate number of materials are available for community health fairs.
Schedules and manages all community health fairs and the NAMIWalk Health Fair.
Maintains records, files, volunteer/intern timesheets, correspondence, forms, documents including filing, scanning, retrieving, or purging.
Attend monthly community meetings.
Recruit, interview and place applicants for volunteer/intern work.
Conduct and/or arrange for volunteer/intern orientation and training.
Provide ongoing support and guidance for volunteers/interns.
Develop, promote and maintain a wide range of volunteer/intern opportunities within the organization.
Schedule all volunteer/intern activities such as health fairs, events and office work.
Manage volunteer/intern policies, procedures and standards of volunteer/intern service.
Assist in preparation of Programs Report for monthly Board meetings.
Maintain professionalism before, during, and after presentation.
Maintain and coordinate NAMI support groups.
Organize support groups and support group trainings as per NAMI policies and procedures.
Identify community outreach opportunities.
Identify revolutionary methods to recruit, maintain and motivate volunteer base.
Aid in event planning and event implementation.
Network with community stakeholders.
Conduct presentations in the community about the mission of NAMI El Paso and its signature programs.
Identify community work in which NAMI El Paso can contribute.
Report and send data collected to Director of Programs or Office Manager.
Create budgets and purchase orders for health fair and volunteer related expenses.
Create partnerships with local universities and colleges to recruit interns.
Create goals, objectives and weekly tasks for NAMI El Paso interns.
Oversee the tasks and projects completed by NAMI El Paso interns.
Maintain strict confidentiality of volunteers/interns and participants at all times.
Adhere to dress code requirements.
Completes all assigned tasks in a timely manner.
Must have the ability to organize and prioritize work effectively.
Maintains a regular and predictable work schedule.
Performs other duties as assigned.

Knowledge and Abilities:

Knowledge of office practices and administrative procedures.
Knowledge of personal computer and Microsoft Office Suite, Word, Excel, PowerPoint and Outlook.
Ability to use office equipment; telephone, copier and scanner.
Ability to work independently or work as part of a team.
Ability to interpret rules, regulations, policies, and procedures.
Ability to learn specific program databases and complete program data entry accurately and efficiently.
Ability to communicate effectively both verbally and in writing.
Ability to work under pressure and with interruptions.
Ability to work after standard office hours and/or on weekends.
Ability to transport yourself and materials to various locations in El Paso county.

Registration or Licensure Requirements:

Valid Driver's License

Minimum Requirements:

Bachelor's Degree from an accredited college or university in psychology, social work, or related field. Knowledge of personal computers and all Microsoft software. Must type 45 wpm and possess strong interpersonal skills. Previous work experience with health related programs preferred. Must have current Texas driver's license. Bilingual English and Spanish preferred.

Physical Requirements:

Able to lift, push, pull or carry up to 25 pounds.
Able to bend, stoop or kneel for short periods of time.
Able to sit for long periods of time during work day.
Able to drive personal vehicle to various locations.

NOTE: Applicants are encouraged to apply immediately. This position will close when a preset number of qualified applications have been received.

**Interested individuals should submit a cover letter, references and resume to:
Brenna Bandstra at bbandstra@namiep.org**