



Waltham Alliance for Teaching, Community Organizing, and Housing
Community Development Corporation
24 CRESCENT STREET, SUITE 201, WALTHAM, MA 02453
781.891.6689 - www.watchcdc.org

WATCH CDC Job Opening

4/26/23

Full-Time Volunteer & Internship Coordinator

Job Responsibilities

Volunteer & Internship Management:

- Maintain a volunteer base of over 100 volunteers.
- Maintain and expand the capacity of WATCH's internship program, which hosts about 20 students per semester.
- Communicate the organization's mission and services, as well as departments' policies, procedures, and opportunities, accurately and compassionately in-person, one-on-one and in groups as well as through emails, phone calls and virtual meetings.
- Coordinate volunteer support for in-person volunteer events such as vaccine clinics, mailing preparation, and WATCH's Party in the Park.
- Collaborate with other staff members to anticipate needs and develop new volunteer programs within four different departments of WATCH.

Systems Implementation:

- Maintain onboarding and offboarding processes for volunteers and interns, including CORI background checks and signing internship agreements and confidentiality agreements.
- Track key metrics related to volunteering using Salesforce
- Create Gmail, Vonage phone, and Salesforce accounts for the interns each semester and troubleshoot as technical issues arise.
- Develop training materials for volunteer programming, including presentations, videos, and written guides.

Event Planning:

- Serve as the coordinator of WATCH's Party in the Park event in August 2023.
- Plan and execute week-long programming during National Volunteer Appreciation week (April 2024),

Community Outreach:

- Form relationships with local leaders from universities and religious communities to sustainably recruit volunteers and create meaningful volunteer experiences.
- Attend local events to share information about volunteering with WATCH.

Qualifications

- Previous experience with volunteer coordination and/or event planning.
- Strong written and verbal communication skills.
- Interest in systems-thinking and/or great organizational skills.
- Interest in public speaking and introducing WATCH's work to new people.
- Experience with Salesforce.
- Excellent people skills and ability to build strong organizational relationships with volunteers,
- Conversational spoken fluency in Spanish or French, and written skills a plus.

Salary/Benefits



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This is a full time position with benefits:

- Paid vacation starting at 3 weeks a year, going up to 5 weeks a year at 5 years of employment.
- Individual health & dental insurance paid at 80% or reimbursed.
- Paid sick time of 12 days a year.
- Employer contribution to 403b of at least 3% of salary per year.
- 13 paid holidays, 2 personal days/year.
- Starting salary for this position is \$54,000/year.

Location: This job is a hybrid position with 2 - 3 days (employee choice of days) in the office per week. WATCH's office is located in Waltham, Mass.

Life/Work Balance: This position is salaried, non-exempt. On the rare occasion hours worked total over 40, these are considered over-time hours and paid accordingly. This position does require occasional evening and weekend hours (a few times per year) for events and meetings with religious partners. Staff have the ability to schedule work hours around family and personal schedules to maintain a healthy life/work balance.

About WATCH CDC: WATCH is a nonprofit organization whose mission is to work towards a more just community in the Waltham area by promoting affordable housing, providing adult education and leadership development, and empowering underrepresented residents through civic engagement. More information at www.watchcdc.org

Anti-Discrimination Policy: WATCH CDC does not discriminate in hiring on the basis of race, age, color, gender, national origin, disability, sexual orientation, gender identification or religion. WATCH actively encourages people of color, LGTBQIA+, differently abled, and neurodiverse candidates to apply.

Diversity, Equity and Inclusion Priority: WATCH prioritizes diversity, equity, and inclusion and strives to recruit, support, and empower a diverse workforce.

WATCH's Approach to Hiring: Recognizing that people bring skills that have been developed outside the scope of a job, we take a holistic approach to recruitment that considers life experience and community engagement in addition to professional experience. We want applicants to bring their whole selves to this process, and we encourage applicants to share all the ways they think this position may be a fit for them.

Ability to Work in the US: Due to the limitations of our organization, we are unable to sponsor a work visa. All applicants must be currently approved to work in the US.

To Apply: Please send a resume and cover letter to Daria Gere at daria@watchcdc.org with "Job Application" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.