

Scholarship Roundtable Volunteer Coordinator (SRVC) (Volunteer/Internship)

Royal Daughters of GOD, Inc.

♦Flossmoor, IL

♦08/29/2017

Job Description

Position: Scholarship Roundtable Volunteer Coordinator (SRVC) Volunteer/Internship

Royal Daughters of GOD, Inc., in Flossmoor, IL is seeking to fill our project based Scholarship Roundtable Volunteer Coordinator position with an enthusiastic, career minded, individual, with a strong work ethic and a commitment to teamwork. This position reports to the Executive Director and has responsibility for assisting with the development and execution of planning for our Scholarship Roundtable participants and volunteers. This role consists of and collaborate with a team.

As part of the Scholarship Roundtable team your primary duties will include but are not limited to:

- Manage all volunteer teams
- Manage project to make sure that tasks get completed to meet the deadlines.
- Visit venue to plan layout
- Coordinate and monitor event timelines and ensure deadlines are met.
- Assist in negotiating and securing event space.
- Delivering feedback that fosters an incredible volunteer experience
- Follows a process and systems management manual.
- Refers to Gantt for guidance
- Refer to the role description for the Scholarship Roundtable Planning Committee Member (SRPC) role for more details on what's being managed.

Role Requirements

Please Note: This position is an INTERNSHIP with supported training and development. If you are NOT SURE that you meet these qualifications please call us or email us.

Preferred Qualifications:

- Excellent mentorship and communication skills
- Excellent prospecting skills for securing donors and sponsorship
- Strong organizational and follow-up skills
- Excellent verbal and written communication skills
- Ambition, strong work ethic, and open to new ideas
- Demonstrated experience working with in an autonomous environment
- Demonstrated experience working in team environment
- Above average desktop computer skills with experience in MS Excel, Word, Publisher and Outlook
- Subject to clearing background screening
- Demonstrated experience working in team environment

***If you're seeking to gain experience and are seeking a fast paced environment and challenging opportunity in a small company with a unique corporate culture please apply now.

Job Snapshot

Pay:	Volunteer
Employment Type:	Internship/Community Service Hours
Job Type:	Sales, Marketing, Internship

Education: Majors: Accounting, English, Finance, Educational Leadership
Experience: Not specified
Manage Others: Not specified
Industry: Non-profit, Education, Community Service
Required Travel: None

Project term: Program based up to 1-year

For immediate consideration please email resume to rdog@royaldaughtersofgod.org