

Do you have an eye for detail? Are you an effective communicator and an agile multi-tasker who can prioritize competing work and deadlines? Do you love working with people and making a difference?

Join the team at Tri County Community Action as our Events and Volunteer Coordinator!

Tri County Community Action is seeking a highly organized and experienced Events and Volunteer Coordinator to connect individuals, businesses, community groups, churches, educational institutions, and others to volunteer opportunities within our agency. Knowledge of IRS and tax return regulations is a plus!

Can you...

Conduct outreach to the community to grow our volunteer network

Recruit, screen, orient, train, and match volunteers and interns with service opportunities

Provide support to our volunteers during their service period

Record, track, and report all volunteer time

Identify ways to recognize volunteers for their service

Provide site coordination for Money In Your Pocket (MIYP), a tax preparation program, on a weekly basis during tax season

Prepare reports and monitor activities, coordinate all volunteer recruitment and retention activities

Support and assist with our efforts related to fund development, special events, and communications

Do you have...

An outgoing personality and an ability to organize and set priorities for a variety of complex tasks, including a high volume of regularly occurring work and constantly changing array of special projects and calendar demands? The ability to manage highly confidential and sensitive information? An Associate's Degree or equivalent knowledge with 3 years demonstrated volunteer recruitment and management experience? Act 33/34 and FBI clearances, and a Motor Vehicle Record review (upon offer of hire), along with a valid driver's license, current insurance, and daily access to reliable transportation is required.

Then we want to hear from you!

Send us your resume and cover letter to:

**Tri County Community Action c/o Human Resources
1514 Derry Street, Harrisburg, Pennsylvania 17104
or via e-mail: Careers@cactricounty.org**

This role offers a starting salary of \$36,400 plus a generous benefits package

