



## VOLUNTEER ENGAGEMENT COORDINATOR



### WHO WE ARE

**Capital Partners for Education** (CPE) is in its 25th year of supporting low-income students. CPE mentors low-income high school and college students in the academic middle from the Washington, D.C. area to provide the skills and experiences they need to successfully complete college and to excel in the workforce. CPE's student body has tripled in size over the last five years and through one-to-one mentoring and guidance from CPE staff, CPE's high school graduates have enrolled in college at a rate of 97% and complete college at twice the rate of their low-income peers.

### POSITION DESCRIPTION

The Volunteer Engagement Coordinator (VEC) assists in recruitment of new volunteers, identifies potential corporate and community partnerships, and co-facilitates information sessions. The position reports to the Volunteer Engagement Manager (VEM).

#### Responsibilities include:

- Assist in overseeing the processing of mentor applications, screenings, and background checks
- Identify a variety of stakeholders including peer organizations, community partners, corporate partners, and prospective and current mentors
- Maintain listserv postings and other advertisements for mentors
- Dispatch follow-up communications to prospective mentors throughout the recruitment process
- Manage candidate flow through applicant tracking system
- Post recruitment ads on various platforms as requested
- Collaborate with the Volunteer Engagement Manager to optimize recruitment efforts through social media
- Perform other administrative tasks as assigned

### REQUIRED QUALIFICATIONS

- Bachelor's degree
- At least one year of volunteer engagement experience



- At least one year working with low-income or first-generation-to-college students
- Enthusiasm for advancing CPE's mission
- Excellent written, interpersonal, and organizational skills
- Ability to identify diverse types of organizations: companies, community organizations, and prospective and current mentors
- Proficiency with Microsoft Word, Excel, and PowerPoint
- Event planning experience desired

### HOW YOU WILL BE COMPENSATED

Your salary will be commensurate with your experience and abilities.

Your benefits will be comprehensive and will include:

- Medical, dental, and vision insurance;
- 403(b) retirement plan with employer matching available;
- Life and disability insurance with premiums fully funded by CPE;
- Paid time off, including vacation, official holidays, and office closure at year-end;
- Fully paid membership at local gym;
- Flexible spending account;

Please send your resume and cover letter to Paige Lawal at [paige@cpfe.org](mailto:paige@cpfe.org). Ensure the email subject line states "Your Name – Volunteer Engagement Coordinator". We will follow up with all qualified candidates promptly. Thank you for considering this opportunity with CPE.