



Job Title: Community Outreach and Volunteer Coordinator
Job Type: Full-Time
Hours: 40 hrs.
Location: US-IL-Waukegan
Department: Education

Job Description:

The UMMA Center in Waukegan, IL is searching for a full-time Community Outreach and Volunteer Coordinator. This is a newly created position at UMMA. This position will be primarily responsible for providing information to the community (schools, other nonprofits, foundations, resource centers, etc.), businesses and new potential clients for all UMMA Center Programs. The individual will grow student volume in all current UMMA programs in the outreach role. The volunteer role will consist of duties for planning, and development, of build an on-going core of volunteers to help with programs, events, and other duties as needed. We are looking for a talented, dedicated, and enthusiastic individual to join the team at UMMA. The ideal candidate has experience in outreaching and recruiting volunteers. The individual will report to the Executive Director.

Essential Duties/Responsibilities include, but are not limited to:

- Distribute informational material to residents to describe what, where, and when program services are available
- Track all volunteers in Salesforce data base.
- Maintain clothing/book/turkey drives and organize small community events
- Act as liaison between UMMA, volunteers and partner agencies for aforementioned drives and events
- Create volunteer positions within the organization; activity recruit volunteers as necessary
- Assist with social media, such as UMMA’s website, Facebook, Twitter
- Community outreach through all Lake County areas; presenting UMMA to events throughout the county
- Special projects, and collaborations with other local agencies

Required Qualifications:

- Good knowledge of existing community resources
- Familiarity with interview techniques for recruiting volunteers
- Knowledge of the clients we serve
- Strong written and oral communication skills
- Good organization/time management skills.

Desired Qualifications:

- Two (2) year college or equivalent experience in outreaching and volunteer recruitment
- Ability to maintain Excel spreadsheets, Microsoft word, PowerPoint, and access

Center Description:

The Mission of the Urban Muslim Minority Alliance (UMMA) Center is to empower the lives of underprivileged individuals in Lake County by providing educational support and community resources. The UMMA Center believes that Lake County will be strengthened by the growth that education, hope, and purpose bring to those seeking to enrich their lives with opportunities. Learn more about us at: www.ummacenters.org.

How to Apply:

We offer a competitive hourly rate salary for this position listed above. Preference will be given to qualified candidates: Please send your resume, and cover letter to: matthew@ummacenters.org