

Volunteer Specialist

Catholic Charities has an opening for the position of Volunteer Specialist in its Refugee and Immigration Services Department. This position is full-time and located at the Catholic Pastoral Center at 2806 McGavock Pike, Nashville, TN 37214. Hours are generally 8:00 a.m. and 4:30 p.m. Monday through Friday but some flexibility may be required outside of these hours.

The primary functions of this position are to recruit, interview, screen, select, and provide orientation to individual and group volunteers; conduct community outreach to increase volunteerism and donation resources; facilitate the introduction of volunteers to clients and/or department staff; ensuring accurate volunteer reporting of time, activities, and mileage; troubleshoot and problem-solve any issues that might arise during the volunteer experience; and maintain complete documentation of volunteer services as required by funders and agency.

Education/Experience:

- Bachelor's degree in a social service field and administrative experience preferred
- Volunteer management experience preferred
- Experience working across cultures preferred

Other Skills or Requirements:

- Ability to exercise good judgment, courtesy, and tact in dealing with the public and staff
- Ability to handle confidential information with extreme professionalism
- Ability to plan and organize work and to work well under pressure
- Ability to follow tasks through to completion
- Effective interpersonal skills including emotional intelligence, reliability, positivity, negotiation, empathy, and openness to feedback
- Strong written and verbal communications skills
- Computer proficiency in Microsoft Office suite; ability to learn databases
- Ability to work well as a team and independently with minimal direction
- Attention to detail
- Ability to create an environment where differences are respected
- Valid driver's license and reliable transportation required

Competitive salary with excellent benefits package. Please e-mail resume to: Negar Ahmadi at nahmadi@cctenn.org.

Catholic Charities of Tennessee, Inc. is an equal opportunity employer. All applicants with disabilities will not be discriminated against because of their disability. EEO/VEVRAA prohibits discrimination of protected veterans under Section 503.