

Position Available

Title:	Volunteer Services Coordinator
Reports To:	Volunteer Services and Organization Engagement Manager,
Pay Type:	Full-Time, Regular, Non-Exempt, 35 hrs/week
Salary:	Commensurate with Experience and Education
Benefits:	Group Medical and Dental Insurance, Life and Long Term Disability, Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule:	Monday – Friday, 9am – 5pm
Work Location:	Montrose building, a non-smoking facility

Responsibilities:

- Works with MFAH departments to coordinate volunteer projects both within and outside of the museum, and assists with supervision of volunteers assigned to those projects
- Motivates, encourages and recognizes volunteers through publications, special events, rewards or other appropriate methods
- Works directly with Volunteer Services Manager, Membership Department to plan and execute the MFAH Holiday Party each December
- Assists Volunteer Services Manager with the organization of National Volunteer Week activities, including a large-scale volunteer appreciation event and awards presentation
- Assists Volunteer Services Manager with conducting bi-monthly orientation sessions for prospective volunteers
- Actively and continuously supporting the efforts to grow, diversify and advance an impactful volunteerism program at MFAH
- Enters, maintains and retrieves data from database files to maintain integrity of the database and to produce reports and letters including recording of volunteer hours and volunteer usage/participation
- Answers phone, follows up by obtaining, and sending requested information.
- Types and edits correspondence, memos, reports, agendas, etc. Drafts routine correspondence
- Maintains record keeping system for volunteers and volunteer job opportunities, etc.
- In conjunction with Volunteer Manager, monitors the recruitment of needed volunteers for projects/events in a timely manner, supervises volunteers at events, and makes sure they are thanked properly after the project/event
- Maintains close working relationship with the Guild, the museum's volunteer support group, including guidance and support of its and museum's goals
- Works closely with the Volunteer Services Manager to assist the Guild with coordinating their Fall and Holiday Coffees, Annual Spring Luncheon, and various private receptions and lectures throughout the year
- Maintains RSVP lists for Guild events. Receives and applies payments for trips as needed
- Other duties as assigned

Skills, Knowledge and Abilities:

- Strong organizational skills, meticulous attention to detail and follow-through

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MFA *The Museum of Fine Arts, Houston*

- Good clerical skills (typing, computer, word processing, record keeping)
- Strong data base management skills preferred.
- Excellent communication and interpersonal skills for contact with to different public audiences
- Must be customer-service focused and driven
- Positive, sense of humor and ability to remain calm under pressure
- Flexible schedule with ability to work outside of “normal” workday as needed

Education and Experience:

- Bachelor's degree or equivalent work experience
(Related experience would include volunteer programs, customer service or high end hospitality roles).
- Administrative experience
- Event coordinating and public relations and/or knowledge of social media and multimedia platforms experience a plus

How to Apply:

Send resume to Human Resources, Job 19-100VOL, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7597 or email: jobs@mfah.org or apply at <http://mfah.org/about/careers>

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