



**Company:** Prevent Blindness Wisconsin

**Job Title:** Volunteer and Office Coordinator

**Job Location:** 731 N. Jackson Street, Suite 405, Milwaukee, WI 53202

**Type of employment:** Full-Time

**Organization Overview:** Founded in 1958, Prevent Blindness Wisconsin improves the lives of children, adults, and families through early detection of eye conditions to prevent blindness and preserve sight. On-going vision screening activities and state-wide public health education lead to a lifetime of healthy vision. Our vision is for each Wisconsin resident to have healthy vision at every stage of life.

### **Position Summary**

The Volunteer and Office Coordinator plays a crucial role in helping us to fulfil our vision for each Wisconsin resident to have healthy vision at every stage of life. The position requires a commitment to our vision health mission, dedication to the volunteer experience, excellent organizational skills, attention to detail, and the ability to multi-task or wear many hats. This full-time position is based at the Prevent Blindness Wisconsin office in downtown Milwaukee and reports to the Director of Operations (DO).

### **Key Job Responsibilities**

#### **Volunteer Coordinator**

- Track and manage volunteer records (applications, background checks, certification dates, volunteer hours, etc.)
- Maintain volunteer records in Salesforce
- Manage day to day communication with volunteers for vision screenings
- Provide support and direction to our office and vision screening volunteers
- Coordinate volunteer communication (Newsletter, screening updates, etc.)
- Assist the DO with volunteer recruitment
- Coordinate volunteer recognition events with the DO
- Coordinate volunteer nominations for local and statewide volunteer awards
- Assist the DO with corporate screening events
- Coordinate volunteer screening materials

#### **Office Coordinator**

- Work with Development staff to thank donors for monetary and in-kind donations
- Assist with scheduling Board and Committee meetings
- Attend Board meetings and record meeting minutes
- Assist the Director of Operations with the Month End process
- Coordinate grassroots fundraising events and assist staff with scheduling new events
- Work with Director of Community Health to compile Annual Report materials
- Assist Development and Program staff with mailings to donors and partners



- Database maintenance (Donor Perfect and Salesforce)
- Assist with agency mailings and other office work
- Answer and direct phone calls to the appropriate staff member
- Assist with photocopying, meeting preparation, and other general office tasks
- Maintenance of office equipment including copier, mail meter, etc.
- Maintain office supply with Office Depot, Amazon, etc.
- Process and create acknowledgement of event donations received, coordinate correspondence
- Manage and maintain the integrity of the Donor Perfect development database and take the lead of ensuring quality control, consistent data entry procedures and optimizing the highest utility of database functionality
- Track all program training payments and provide invoices when needed
- Reconcile gift data weekly, monthly, and annually with the Director of Operations
- Track and provide organizational support for donor-related meetings, cultivation, solicitation, stewardship efforts and results in the database
- Support events by working with the CEO and DO.
- Prepare corporate sponsorships and auction item requests as directed by the DO
- Maintain up to date event databases.
- Coordinate the promotional materials, brochures and invitations for events.

**Qualifications:**

- Associate or Bachelor's degree.
- Has 2+ years of volunteer coordination or office coordination experience.
- Dedication to the Prevent Blindness Wisconsin mission.
- Resourceful and engaging self-starter.
- Highly organized with the ability to see the big picture, prioritize multiple tasks, follow through, and meet deadlines.
- Attention to detail.
- Excellent oral and written communication skills.
- Proficient in MS Office, social media, and web-based scheduling tools.
- Trustworthy, reliable, and flexible team player who can both work independently and support team programs.
- Driver's license, car insurance and reliable automobile. Ability to travel throughout the state and to work some nights and weekends as needed.
- A background check is required.

**To Apply:** Submit a resume and cover letter via email to Breanna Reckamp at [breanna@pbwi.org](mailto:breanna@pbwi.org). Applications received by February 16<sup>th</sup> will receive priority consideration.