Inside Out Reentry Community
Administrative and Volunteer Coordinator Position Description

Purpose: To coordinate volunteers, plan events, and manage administrative aspects of Inside Out Reentry, a comprehensive reentry community for people returning to Johnson County after incarceration.

Primary Responsibilities:
- Volunteer coordination including recruitment, training, communication, and supervision of volunteers, including running the volunteer mentor program
- Planning and organizing special events for participants and for community outreach, education, and fundraising
- Assist with fundraising, process donations in donor and accounting software, and send donor thank you letters
- Manage social media accounts, create flyers, outreach materials, brochures, posters
- Assist with tracking income and expenses for organization and designated grant funding.
- Manage office, including ordering supplies and paying bills
- Assist with grant reporting
- Assist with the functioning, maintenance, and staffing of the drop-in center
- Other administrative duties as needed

Coordinator Qualifications:
- Associate’s degree or Bachelor’s degree in Social Science/Human Services, or Business Administration, or related field preferred. Relevant experience may substitute for educational preference.
- Experience with volunteer coordination preferred
- Experience with nonprofit finances or fundraising preferred
- Demonstrate ability to organize and prioritize activities
- Ability to maintain confidentiality
- Ability to communicate well, both written and orally
- Ability to work independently and as part of a team
- Experience working with incarcerated or formerly incarcerated people desired; willingness to learn about and work with that population required
- Ability to work with people from diverse backgrounds
- Must have reliable transportation

Email your resume and cover letter to Michelle@insideoutreentry.com to apply