



NECHAMA - Jewish Response to Disaster

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NECHAMA.org

VOLUNTEER ENGAGEMENT COORDINATOR

Founded in 1993, NECHAMA: Jewish Response to Disaster is the only national Jewish organization to offer sustained direct recovery services in the United States, responding to damage caused by hurricanes, tornados, floods, and other natural disasters. Over the years NECHAMA has relied on thousands of volunteers to assist communities. Rooted and guided by Jewish values, NECHAMA has three priorities: humanizing Jews and representing Jewish ideals in communities shattered by disaster; providing a platform for volunteers of all faiths to explore their identities and purpose; and spreading comfort and hope to people and communities in desperate need of assistance. Currently, NECHAMA is deployed to Western North Carolina, providing relief in the wake of Hurricane Helene. For more information about NECHAMA, please visit www.nechama.org.

Job Parameters: This is a full time remote position. Work may be performed anywhere in the United States, although there is a slight preference for applicants who live in the Twin Cities of Minnesota, NECHAMA's home base. Some travel will be required, particularly to our deployment in North Carolina and our base in Minnesota (if not from there). Currently, this is a temporary job available until September 2025, but depending on future resources it may be extended indefinitely.

Accountability: Reports to Director of Development and Communications and serves on both Communications and Operations Teams.

Responsibilities:

- Recruit volunteers for deployment to disaster sites.
- Work with national Jewish partner organizations (including Hillel, JCC Association of North America, the religious denominations and others) and local Jewish organizations to source individuals and delegations to volunteer for NECHAMA.
- Work with Jewish youth organizations, programs, and camps to encourage young volunteers to take an interest in the organization and build awareness of NECHAMA's mission and goals.
- Recruit well-networked local volunteer coordinators to help source volunteers.
- Manage our volunteer database and identify procedures for continually upgrading the value of database information.
- Oversee the volunteer registration system: ensure all errors are resolved, create new registration forms, and pull registration reports as needed.
- Work with the Operations Team to help facilitate the needs of volunteers during deployments including housing, meals, transportation, emotional support, etc.
- Monitor inventory of Nechama T-shirts, hats, give-aways, etc, and update as necessary.
- Working with Operations Team, organize training events related to recruitment, safety, skill building, leadership, and other areas of interest to volunteers.
- Send thank you notes to volunteers following deployments and other activities and recognize volunteers for their service and commitment to NECHAMA and the people we serve.
- Regularly create social media posts and stories which highlight NECHAMA's volunteers and partners.
- Build a dedicated new NECHAMA volunteer corps in the Twin Cities of Minnesota.

- Other special projects that arise.

Qualifications: While no one person will embody all the qualities below, the ideal candidate will possess most of the following professional and personal abilities, attributes and experiences:

- Passion for and commitment to NECHAMA's mission.
- 2+ years of experience in the nonprofit social impact or mission-driven sector, preferably in a role working with volunteers.
- Bachelor's degree required.
- Strong organizational and project management skills with the ability to multitask and meet deadlines.
- Out-going; detail and team-oriented with excellent communications, leadership, and problem-solving/analytical skills; and a proven ability to innovate and seize opportunities to improve effectiveness and organizational outcomes.
- High emotional intelligence, collaborative, energetic, inclusive and productive interpersonal skills and a track record of working well with colleagues who contribute to the overall functioning of the organization.
- Knowledge of the Jewish community and how it is organized and volunteer experiences within it are strongly preferred.
- Commitment to racial equity and ability to effectively collaborate across lines of race, class, and religion.
- Experience working in fully remote environments.
- Proficiency with Google Workspace and client relationship management (CRM) softwares.

Eligible candidates must be currently authorized to work in the United States, will not now, or in the future, require sponsorship of a visa for employment authorization in the United States, and are willing to provide employment verification as required. Unless otherwise prohibited by federal, state, or local law, the successful candidate must be fully vaccinated against COVID-19.

NECHAMA is an equal opportunity employer and does not discriminate in employment opportunities or practices on the basis of race, ethnicity, national origin, sexual orientation, disability, sex, age, gender identity or expression, or other status protected by applicable law. NECHAMA is committed to providing employees with a work environment free of discrimination and harassment.

Not sure you meet 100% of our qualification? Research shows that men apply for jobs when they meet an average of 60% of the criteria, while women and others who are systematically marginalized tend to only apply if they meet every requirement. If you believe that you could excel in this role, we encourage you to apply. Whether you are new to this field, returning to work after a gap in employment, looking to transition, or take the next step in your career path, we will be glad to have you on our radar.

Salary range: \$45,000 - \$50,000

How to apply:

Email the following to jobs@nechama.org

- cover letter addressing interest and qualifications
- resume
- 3 references
- salary expectations

Applications will be accepted on a rolling basis until the position is filled.