

# Inter Parish Ministry

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## Community Relations and Volunteer Manager

(Full Time)



### About IPM

Join Inter Parish Ministry (IPM), a Cincy Magazine 2020 Nonprofit Award Winner. We have been addressing community needs since 1964. IPM continues to be forward thinking in our vision to create a thriving, food-secure community. We operate two Choice Food Pantries and a number of other programs to meet our clients where they live, learn, play, and pray. Make an impact that will be felt for future generations – be part of a prominent organization that feeds families and nourishes souls.

### Position Overview:

Enjoy the benefits of working in a long-standing organization with a small dedicated staff. We cherish our donors, volunteers, and staff, and highly value an inspired thought process.

Our Community Relations and Volunteer Manager leads all volunteer operations as well as community relations opportunities, including speaking engagements and social media. Duties include:

- **Volunteer Management:**
  - Recruits, interviews, assigns, manages and trains volunteers
  - Maintains volunteer job descriptions and training manual
  - Coordinates volunteer activities and schedules
  - Manages volunteer records, including but not limited to, reporting and tracking of volunteer hours
  - Promotes awareness of volunteer needs via the IPM website, social media and other communication platforms
  - Plans volunteer recognition activities
  - Represents IPM's mission and values to the volunteers and provides regular updates to volunteers on IPM's services and activities in the community
  - Identifies volunteers to serve on IPM's Volunteer Council and communicates meeting minutes
  - Provides guidelines for a safe, secure and efficient working environment for volunteers
- **Operational Coordination:**
  - Collaborates on cross-functional teams to ensure pantry operations and client program goals are met (i.e. Back-to-School, Summer Community Picnics, Holiday Programs). Emphasis will be placed on overseeing operational efficiencies and best practices of volunteers
  - Utilizes volunteers to maximize day-to-day pantry operations and special events, including but not limited to, Mobile Pantries, Back-to-School, Annual Gala and Holiday Programs
  - Assists Food Pantry Manager with process flows and best practices to maximize volunteers and staff in serving clients
- **Community Relations:**

- Develops a communication pathway to increase engagement and collaboration with partner schools, churches and agencies
- Executes a campaign to increase visibility and awareness of IPM services and value provided to the community
- Attends events and speaking engagements with volunteer groups, community groups, schools and other agencies as appropriate to raise awareness and support of IPM
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- **Website and Social Media:**
  - Develop and grow social media strategy to maximize posts for community awareness and fundraising
  - Improves social media engagement by designing and scheduling daily content and enhancing content
  - Increases social media following and number of engagements
  - Develop website strategy and update continuously to increase engagement and provide two-pronged approach to community education (clients and donors/agency partners/volunteers)

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### **Qualifications**

Three to five years' experience working within the social services sector and a bachelors' degree or equivalent. Motivated, energetic, and creative professional leader, who collaborates with staff, volunteers, and partner agencies. Excellent interpersonal and communication skills. Self-starter, who sets priorities and demonstrates ability to multi-task. Creates a supportive environment across multiple populations. Analytical skills to identify trends and challenges and think innovatively. High level of integrity. Proficient with Microsoft Office Suite, Facebook and Instagram and Wordpress preferred.

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**Benefits:** IPM offers a generous benefits package, including medical, dental, vision, health saving account match, 14 days of paid time off and 12+ paid holidays.

**Application Procedure:** We look forward to learning more about you. Submit your cover letter and resume to [info@interparish.org](mailto:info@interparish.org) by February 15, 2022.

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