



Volunteer Engagement Associate

Title: Volunteer Engagement Associate

Reports to: Donor Relations Manager [Individuals]

Status: Non-Exempt

Schedule: Full-time

Location: Remote

THE OPPORTUNITY

Techbridge Girls (TBG) is an award-winning national nonprofit organization bringing science, technology, engineering, and math (STEM) education to all girls¹ across the US. For over 20 years, TBG has reengineered the way STEM education is taught, centering our girls' brilliance and potential with an emphasis on increasing STEM access, belonging, and persistence for BIPOC (Black, Indigenous, and people of color) youth from marginalized communities. We believe that without BIPOC girls' experiences, values, interests, voices, and brilliance, we will never experience the full possibilities of what STEM can do for our world, and we have set a goal to reach *one million girls* by 2030. TBG takes a holistic approach towards engaging girls emotionally and intellectually, by equipping educators with gender and culturally responsive practices, engaging families to support their youths' persistence, and connecting role models to inspire and encourage, ensuring that girls leave the TBG program equipped to bring their brilliance and unique experiences to thrive in the STEM revolution. This approach continues to set TBG apart as a STEM equity leader. With an annual organizational budget of approximately \$4 million and 20+ employees, Techbridge Girls is poised for bold growth to increase its impact. For more information, please visit www.techbridgegirls.org.

We seek a creative, innovative relationship builder to join our Development team. The Volunteer Engagement Associate will report to the Donor Relations Manager [Individuals]. Our team member will support TBG's efforts to deepen and expand our relationships in the community while connecting our growing base of STEM equity champions with fun engaging

¹ Techbridge Girls (TBG) serves Black, Indigenous, and all girls of color, which includes cis girls, trans youth, gender non-conforming, and/or non-binary youth who experience(d) girlhood and economic insecurity as a part of their journey.

volunteer opportunities. This individual will be responsible for coordinating mission-focused volunteer events, and converting volunteers into long-term STEM equity partners in support of the Techbrige Girls mission.

The Volunteer Engagement Associate will bring a successful track record of relationship building, volunteer coordination, event planning, and management as well as a commitment to social justice and STEM equity in education to this role.

ROLE AND RESPONSIBILITIES

- Support the development of, and maintain, comprehensive recruitment, orientation, training, retention, and recognition plan for individual and group volunteers to ensure that all volunteers are knowledgeable and feel valued.
- Develop and maintain strong relationships with partners and volunteers ensuring that mutually agreed-upon expectations are met.
- Collaborate with internal TBG teams to develop and maintain a comprehensive list of volunteer engagement experiences for individual and group volunteers and collaborative partnerships.
- Develop and maintain accurate records including volunteer policies, procedures, position descriptions, standards of conduct, and, as applicable, criminal background checks.
- Serve as the primary point of contact for all requests to volunteer/collaborate, and ensure a timely response.
- Develop and provide the Development team with monthly and annual reports on individual and group volunteer activities including the number of volunteers, hours, and in-kind contributions.
- Manage deadlines and progress across the team to ensure the volunteer project is delivered on time and on budget.

WORK SCHEDULE

- A typical schedule consists of Monday-Friday from 9 am-5:30 pm, with flexibility as needed.
- This position may require some weekends or extended hours and travel (30%).

QUALIFICATIONS

- 2-3 years of experience working to coordinate community volunteers is preferred.
- Working knowledge of databases (Salesforce preferred), MS Office, and the suite of Google Apps
- Strong office skills, with excellent communication skills both written and verbal
- Understands Justice, Equity, Diversity, Inclusion, and privilege and has the ability to confront one's own power, privilege, position, and/or biases.
- Expertise in utilizing storytelling as a way to uplift the stories, experiences, and brilliance of our community of girls and educators.

- Ingenuity, creativity, flexibility, resourcefulness, humor, and comfort with ambiguity, along with the ability to thrive in a fast-paced, collaborative environment.
- Ability to listen and understand others' needs to help establish and maintain strong relationships.
- Excellent project management skills, including time management, attention to detail, managing deadlines, delegating tasks, motivating and managing a team, creating new processes, and fundraising metrics.
- Experience as a volunteer or of service to your community.

OUR TEAM

We dream big and we work hard. Our work is challenging and fast-paced. You will join a collaborative team of leaders who value equity and inclusion as the foundation of advancing our urgent mission. We rely on creativity, flexibility, listening, critical thinking, and humor to bring out the best in each other, our partners, and all our program participants.

Appreciation matters here, and comes to life in how we celebrate each other's milestones (birthdays, work anniversaries, individual appreciation days), as well as team wins. We also express appreciation to each other in how we give and receive feedback and how we set goals. We continuously look for new ways to maintain a culture where our people's talents are nourished and can shine. Techbridge Girls offers competitive compensation and generous benefits, including:

- 20 days of paid vacation and 13 days of paid sick time/year.
- A 403(b) retirement plan with a contribution.
- Medical, dental, and vision insurance.
- Monthly cell phone and Internet stipends.
- Paid sabbatical and parental leave.

HOW TO APPLY

Please compose a cover letter that describes your commitment to the mission of Techbridge Girls and how your experience fits the qualifications of the position. Please email your cover letter, including compensation requirements, and resume with the subject "Volunteer Engagement Associate to jobs@techbridgegirls.org. ***Please note that proof of full COVID-19 vaccination is required prior to hire.***

Techbridge Girls is a social justice organization committed to creating a fair and equitable society for all girls to thrive and succeed in STEM no matter their background, race, ethnicity, socio-economic status, gender identity, and/or orientation. As a Black woman-led organization comprised of over 70% people of color, we are committed to creating an inclusive and diverse workplace where every staff member feels heard, supported, valued, and can share their

authentic brilliance to move the Techbridge Girls mission forward. We are an equal opportunity employer, committed to addressing issues of racism and inequity internally and externally.