

Job Title	Manager of Volunteer Services & Community Engagement
Employer/ Agency	DePelchin Children's Center
Job Description	<p><i>DePelchin Children's Center is an accredited foster care and adoption agency, serving the most vulnerable children and families in Texas and working to break the cycles of abuse and neglect.</i></p> <p>The Manager of Volunteer Services and Community Engagement leads a pivotal function within the organization by managing, recruiting, training, and supervising volunteers who support the programs and services of the center; managing the Holiday Gift program; managing in-kind donation collection, drives and distribution; planning and executing community engagement opportunities; managing auxiliary groups; working closely with the Donor Relations team to coordinate the flow of prospective donors, and representing the center in community activities.</p>
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree required. • Minimum one-year experience in volunteer management, program development or special event planning required. • Certified Volunteer Administrator (CVA) a plus. • Documented success of volunteer program expansion and management a plus. • Ability to work occasional evenings and Saturdays, as needed. • Ability to build strong relationships that fosters collaborative approaches to achieving organizational success. • Excellent interpersonal, verbal and written communications skills. • Ability to manage multiple projects and priorities.
Salary/Hours	Full-time, Exempt
Employer/Agency	DePelchin Children's Center
Address	4950 Memorial Drive
City, State, Zip	Houston, TX 77007
Contact Person	Helen Powell

Contact Title	HR Recruiter
Telephone Number	713-802-7643
Fax Number	713-802-7676
Email Address	careers@depelchin.org
Application Method	Apply online to http://bit.ly/MANAG02319
Opening Date	8/23/2019

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