Just Harvest is an equal opportunity employer that values diversity of all kinds. We encourage candidates from all backgrounds to apply for this opportunity. It is our policy to ensure that all individuals are treated equally without regard to race, age, color, disability, gender or gender identity/expression, marital status, national origin, religion, sexual orientation, or veteran status, and that all are given every opportunity to succeed.

Job Description: Community Outreach and Volunteer Coordinator

Organizational Mission

Just Harvest works to promote a just system of food access by addressing the root causes of hunger – systemic poverty and inequity – through policy advocacy, grassroots organizing, community-based solutions, and connecting people to benefits.

Job Title: Community Outreach and Volunteer Coordinator

Job Status: Non-Exempt, Full-time (35-hour/week work week)

Reports to: Executive Director

Positions Supervised: Volunteers, Interns

Position Summary:

Develop and implement community outreach and engagement strategies to promote Just Harvest programs, services, and events. Recruit, train and organize volunteers to support Just Harvest mission and programs.

Essential Functions

Community Outreach (approximately 60% of time)

- Develop and implement community outreach strategies to promote Just Harvest services to appropriate audiences
- Cultivate and promote relationships with community organizations, service providers, and other audiences for outreach to expand Just Harvest visibility and inform potential clients, volunteers, activists and donors about our programs
- Represent Just Harvest publicly in diverse community settings
- Manage schedule of community outreach activities and presentations in coordination with appropriate program staff, and keep accurate records of community outreach activities
- Plan and execute community education activities about hunger and poverty such as poverty simulations and public presentations
Volunteer Coordination (approximately 30% of time)

- Promote and develop volunteer and internship opportunities
- Recruit volunteers to support Just Harvest’s mission, program activities, and events
- Respond promptly and professionally to inquiries from potential volunteers
- Integrate volunteer recruitment and communication into ongoing communications and publicity
- Develop and implement volunteer trainings that match volunteer assignments and skill sets to Just Harvest needs
- Manage volunteer scheduling and participation in Just Harvest program activities and events
- Ensure positive volunteer experiences and promote volunteer feedback and continued involvement
- Plan and organize volunteer recognition activities
- Keep accurate records of volunteer participation and donated hours

Fundraising & Donor Development (approximately 10% of time):

- Recruit and assign volunteers for Just Harvest fundraising activities and events
- Assist fundraising committee, staff, and board with event publicity and logistics
- Promote Just Harvest to potential donors and fundraising partners

General (common to all jobs at Just Harvest)

- Demonstrate and reflect the mission and values of Just Harvest
- Contribute to Just Harvest communications activities as needed including e-newsletter and volunteer e-updates, and development of outreach and educational materials.
- Recruit and manage student interns and community service placements.
- Participate in Just Harvest staff meetings.
- Complete other duties as assigned.

Knowledge, Skills & Abilities Required for the Position

- Proven excellent public speaking skills for diverse audiences.
- Strong organizational and project management skills
- Excellent written communications.
- Computer literacy, including competency with MS Office.
- Reliable access to a car and a valid PA driver’s license
- Ability to
  - Maintain confidentiality.
  - Work as part of a team.
  - Work with people from diverse backgrounds.
  - Multi-task.
  - Work efficiently with limited resources.
  - Ability to manage and supervise volunteers and interns
  - Ability to promote teamwork and excellence among those under one’s supervision

Working Conditions

- Flexible work schedule including occasional evening or weekend work.
- Small office setting with limited resources.
• With some exceptions, most job activities are sedentary requiring under 11-15 pounds of exerted force. Occasional duties to transport supplies or equipment requiring lifting up to 50 pounds.
• The job is at times fast-paced, with frequent deadlines.
• Computer usage that requires repetitive motions.
• Frequent travel expected to local meetings.

Qualifications

Just Harvest strongly values diverse relevant life experiences that may substitute for any or all of these specific qualifications. We succeed in our mission better when our workforce reflects the communities we serve. We welcome applications from candidates who may lack formal credentials and invite you to tell us about your unique qualifications. If you are passionate about our mission and think that you have the skills to contribute to our success, we want to hear from you!

• Prior volunteer or work experience in a nonprofit setting.
• Computer literacy, including competency with MS Office.
• Reliable access to a car and a valid PA driver’s license
• Bachelor’s degree preferred, but not required

Compensation

$22.00 per hour

Full-time position Benefits include health, vision, and dental insurance; SIMPLE IRA retirement plan; sick, vacation, and personal paid time off; 12 paid holidays.

To apply:
Email cover letter and resume in MS Word or PDF format to kenr@justharvest.org
Applications will be received on a rolling basis, and the position will remain open until filled.

Just Harvest is an Equal Opportunity/ Affirmative Action Employer
Just Harvest is a Drug-Free Workplace

(Updated July 2023)

Just Harvest
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justharvest.org