

Member and Volunteer Coordinator(s)

Salary: ~\$12,000 or team-based structure

Summary: Support the growth and engagement of the organization's members and volunteers through onboarding, training, and community-building. Reports to

Key Responsibilities:

- Lead new member orientations and volunteer onboarding processes
- Ensure monthly co-chair reporting including participation and member nominations
- Ensure member list is kept up to date and feedback and voting ballots are sent out and reported on
- Advertise volunteer positions and build pipelines for volunteer recruitment
- Facilitate volunteer matching, training, and follow-up communications
- Support membership retention and growth strategies including Fall, Winter, and Spring member personnel audit with Outreach Table
- Organize volunteer appreciation and recognition processes
- Track volunteer engagement, participation, and feedback

Qualifications:

- Strong interpersonal skills and experience in volunteer management and working with diverse groups, especially justice impacted people
- Background in community organizing or membership-based work is preferred
- Must be a member of IWOC upon starting the position

Volunteer and Membership Role Timeline / Deliverables?

Membership	Volunteer
1. Create an email / google voice to respond to volunteer interest, member questions, and job inquiries 2. Create a SINGLE spreadsheet to build in ALL projects, plus database alignment 3. Work with all organizing personnel to have a 3 times a year annual membership / re-engagement drive including: a. Mass emails b. Talking with co-chairs at Inside Co-Chair, End Slavery Steering Committee / Council of Chairs about who hasn't come around and assigning people to reengage those folks c. Volunteer / Member appreciation and recognition	
1. Run regular new member orientations 2. Work with committee chairs to: a. Become members -- make a requirement by January 1? b. Ensure their participants know about membership c. Report monthly including i. Member interest or nominations to invite to orientations 3. Run monthly membership meetings a. Send reminders 1 week in advance b. Set the agenda c. Ensure someone facilitates d. Ensure someone takes notes e. Create ballots f. Send notes and ballots to membership and tabulate ballot results	1. Post job and volunteer opportunities as the EDs / co-chairs are ready. Regularly repost ongoing positions and build best places / practices to do so effectively including on social media and in relation to calendar year and higher ed, congregation, corporate volunteer, court community service, and related timelines. Maybe start in this order? a. Inside -- add Legal Advocate / Researcher (assign 1 to each committee), and Prison Mail Coordinator b. Outside (once Max, or Antonio if he is coming in is ready) c. Comms (once co-chair is in place) d. Legislative (clarify ask from Maggiy or build into General Outreach) e. Board (once ready -- should be ready to look starting Sept 1) 2. Do initial volunteer intakes to see if have basic time / interest in what they've expressed interest in, and fit there best → send to co-chairs and meeting invites to plug into next meetings 3. Help Rideshare Roll-out -- work by focusing facility at a time (starting with Moose Lake), then branching out, in alignment with membership sign-ups / re-engagement in facility work.