



Volunteer Coordinator (Volunteer)

Organization: The Relic Project

Location: Remote or Spokane, Washington

Term: 1–2 years (renewable)

Reports to: Executive Director / Mission Advancement Team

Compensation: Volunteer | Expenses reimbursed when applicable

About The Relic Project

The Relic Project is a Catholic nonprofit dedicated to preserving and promoting the veneration of saint relics through digital evangelization, public devotion, and personal encounters. Our mission is to bring relics “out of the shadows and into the light” and to deepen love for Christ and the saints in our generation.

We are building the world’s first global relic map, hosting events, and equipping missionaries to bring sacred tradition into people’s lives.

Role Overview

The Volunteer Coordinator builds and sustains a thriving community of volunteers to advance the mission of The Relic Project.

This role manages volunteer recruitment, onboarding, scheduling, and engagement. Reporting to the Executive Director, the Volunteer Coordinator ensures our team of missionaries, Global Curators, event staff, and creative contributors are supported, organized, and united in mission.

Key Responsibilities

Volunteer Recruitment & Onboarding

- Identify and recruit new volunteers through outreach, social media, and parish networks
- Coordinate applications, interviews, and onboarding processes
- Maintain up-to-date volunteer records, roles, and contact information

Scheduling & Engagement

- Schedule and assign volunteers for events, projects, and campaigns
- Provide ongoing support, encouragement, and clear communication
- Help recognize milestones and contributions to foster a culture of appreciation

Coordination & Communication

- Serve as the primary point of contact for active volunteers
- Track volunteer hours, participation, and feedback
- Collaborate with team leads to align volunteer roles with organizational needs

Reporting & Collaboration

- Provide regular updates to the Executive Director on volunteer activity and needs
 - Maintain organized volunteer rosters and schedules for internal planning
 - Support strategic planning by identifying gaps and new volunteer opportunities
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Qualifications

- Practicing Catholic in good standing with the Church
 - Strong interpersonal, organizational, and communication skills
 - Experience in volunteer coordination, ministry leadership, or team management (professional or volunteer)
 - Proficiency in email platforms, spreadsheets, and scheduling or CRM tools (preferred)
 - Friendly, supportive, and mission-driven with attention to detail
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Time Commitment

- Estimated 4–5 hours per month (flexible scheduling)
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To Apply

If you feel called to serve as Volunteer Coordinator and help support those bringing the saints to the world, please send a letter of interest and resume to contact@therelicproject.org with the subject line: **Volunteer Coordinator Application**.

In your letter, please answer the following questions:

1. What experience do you have in organizing or coordinating volunteers, ministries, or teams?
 2. What draws you to serve with The Relic Project and its mission of reviving devotion to the saints?
 3. How would you approach creating a welcoming and supportive culture for new volunteers?
 4. What systems or tools have you used (or would you use) to track volunteer engagement and scheduling?
 5. How do you handle conflict resolution or miscommunication within a team setting?
 6. How many hours per month can you realistically commit to this role, and for how many months?
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Help us build the team that will bring the saints to the world—and the world to Christ through their sacred relics.