



ADVANCING TOGETHER

110 Bartholomew Ave Ste 3050, Hartford CT 06106 • T 860-247-2437 • F 860-951-4779 • act-ct.org

Title: Connecticut Money School and Youth Money School Volunteer Coordinator

Employment Status: Part-Time, 28hrs

Salary: \$21/hr

Reports to: CMS/FC Program Manager

Summary:

The Connecticut Association for Human Services seeks a part-time Volunteer Coordinator to manage volunteer recruitment across the state for CAHS Asset Building Department. The position is based in Hartford, but will require travel around Fairfield, New Haven, New London & Litchfield Counties*.

Responsibilities (including, but not limited to)

- Responsible for the creative recruitment and training of new volunteer facilitators for the CT Money School.
- Maintain strong, positive relationships with partner agencies ensuring that mutually agreed expectations are being met.
- Update local schedule and coordinate logistics to ensure financial capability courses are available to meet the needs of the target population.
- Prepare and distribute volunteer assignments and documentation.
- Update and maintain CAHS' online and in-person* workshop schedules.
- Provide primary leadership at fairs, festivals, schools, corporations, etc. in promoting CAHS volunteer program.*
- Ensure data is being collected by the CT Money School program's (adults/youth/coaching).
- Assist in planning, writing and managing monthly e-Newsletter.
- Coordinate Volunteer Recognition events.

Qualifications Requirements:

- Three (3) years job-related experience such as working in non-profit, managing volunteers or volunteer programs.

Essential Skills

- Must be proficient in Outlook, Word, Excel and PowerPoint as well as Google Drive applications.
- A creative, problem solver.

- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- An effective communicator, both written and oral.
- Enthusiasm for the mission of CAHS and the families we serve.
- Must have access to reliable car/transportation for required travel throughout CT*

Location

- Hybrid- Remote & Office

What we offer employees:

- Dedicated, diverse, and friendly co-workers
- Generous paid time off
- 403(b) retirement plan with employer match of 100% up to 3% of pay

How to Apply

Please send your resume and cover letter expressing interest in our mission to apply@act-ct.org with “CMS/YMS Volunteer Coordinator” in the subject line. Candidates without a cover letter will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

ACT celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.