

Morgan Chapel, a mission focused United Methodist Church in Woodbine, MD, is seeking an organized, computer savvy Volunteer Coordinator who is passionate about helping others.

POSITION: Volunteer Coordinator/Admin

SUPERVISOR: Lead Pastor

HOURS: 16 hours per week

Salary: From \$17.50 per hour

Position Summary

The mission of Morgan Chapel's community outreach ministries is to eliminate hunger and social isolation in southern Carroll and western Howard Counties.

The volunteer coordinator will help to create and nurture partnerships and regular communications with community organizations, local businesses other pantries, and other sponsoring churches to accomplish the goals of the hunger ministry. Key responsibilities include recruiting and training new volunteers, and assist with tracking, monitoring and reporting as needed. The coordinator will also assist in communicating regularly with existing and potential donors, update social media and provide documentation to support grant applications needed to continue the work of the ministries.

Qualifications

4-year degree or equivalent work experience in a related field

Proficient in basic computer applications, including word processing, spreadsheets, PowerPoint and social media

Ability to work independently, problem solve, and think and act strategically while working towards Morgan Chapel's vision of a community free from hunger and social isolation

Professional appearance and demeanor is a requirement while interacting with a diverse array of volunteers, community supporters, potential supporters, clients, hunger relief and faith partners, elected officials and others

Send a letter of interest and resume to: info@morganchapel.church.

mail to: Pastor, Morgan Chapel Church, PO Box 407, Woodbine, MD 21797

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