



**Job Description – Project Coordinator**  
**PART TIME POSITION, 20 hours/week**

Business Volunteers Maryland is seeking a part-time Project Coordinator to manage small- and large-scale community service events for regional businesses. We seek a candidate who values volunteerism, corporate social impact, and the opportunity to engage communities to *do good. better.*

The ideal candidate understands volunteerism, is a skilled communicator and convener, has experience with organizing small- and large-scale volunteer projects, and is committed to excellence. We seek a highly organized and detail-oriented professional who has experience managing all aspects of an event. This person should be a skilled communicator, with the ability to navigate and present information to both a corporate and nonprofit audience. This position handles multiple events at once and the ideal candidate embraces a role with an exciting range of responsibilities and projects. We need a dynamic, highly organized, energetic, and flexible professional to join us. This position is an excellent opportunity to work with leaders of nonprofits and businesses and be at the center of social change in our community.

**About Business Volunteers Maryland**

We believe in the power of volunteering to transform our community. Business Volunteers Maryland plays a unique and important role in strengthening the region through strategic connections between people, businesses, and nonprofits. Now in our 18<sup>th</sup> year, our team has built a reputation as the one-stop resource that brings talented business professionals to nonprofit organizations seeking volunteers, civic engagement, and board leadership.

**Job Responsibilities**

The Project Coordinator will:

- Lead execution of volunteer service events for the regional corporate community
- Collaborate with colleagues, business partners, and nonprofit organizations to understand their parameters, needs, and resources.
- Create professional project planning guides and tracking tools to present to corporate partners.
- Oversee the procurement and distribution of project-specific tools and supplies, as needed.
- Represent Business Volunteers onsite during events to serve as the point of contact for the business and nonprofit partner and to ensure volunteers are engaged.
- Communicate confidently, effectively, and enthusiastically, providing project directions to large groups, leading ice breaker and reflection activities, team leader trainings, virtual volunteer events, and more.
- Capture photos, document stories, and quantify impact of projects to promote the nonprofit and business partners through social media and other communication channels.
- Manage participant surveys and Impact Report creation following each event.
- Maintain accurate records of events in CRM database (Salesforce).
- Develop and distribute additional partner outreach and communications
- Support Business Volunteers Accounts team with other special projects as assigned.

**Qualifications:**

Minimum qualifications

- Bachelor's degree preferred.
- Ability to manage multiple projects and meet deadlines.
- Demonstrates strong planning and organization skills and be detail oriented.



- Proficiency and comfort with technology (virtual platforms such as Zoom and Teams.)
- Excellent relationship building and interpersonal and written communication skills.
- Flexible, positive, can-do attitude.
- Excellent customer service skills and high expectations for quality.
- Comfortable with public speaking and delivering messaging/training to groups.
- Must be familiar with social media and its use professionally.
- Flexible schedule, but must be available to work partner events, typically during workday but occasionally during evenings and early mornings.
- Able to drive a personal vehicle.

#### Preferred Qualifications

- Experience managing volunteers or coordinating service events.
- Experience and knowledge of Baltimore Region nonprofits.
- Experience with public speaking and/or leading trainings.
- Salesforce or other CRM database experience.
- Graphic design experience (Canva, Illustrator, Adobe Photoshop)
- Experience with Constant Contact or and Website Editing (WordPress, Elementor)

#### **To apply**

Applications must include a cover letter describing your interest, qualifications and why you are the perfect candidate. Your resume and cover letter should be sent to: [jobs@businessvolunteersmd.org](mailto:jobs@businessvolunteersmd.org). Please type your name (Last, First) and "Project Coordinator" in the subject line of your e-mail. No phone calls please.

*\*Business Volunteers Maryland is an Equal Employment Opportunity employer, and we do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, gender, sexual orientation or any other characteristic protected by State or Federal law.*