



Cia Siab, Inc.

1825 Sunset Ln., La Crosse, WI 54601 | email: admin@ciasiabinc.org

Office: (608) 615 - 7117 | M-F 9:00 AM - 5:00 PM

24/7 WI Hmong Family Strengthening Helpline (877) 740-4292

Position Description

POSITION TITLE

Volunteer and Fundraising Coordinator

ORGANIZATIONAL SUMMARY

Cia Siab, Inc. was founded in 2016 and is the sole provider of bilingual, bicultural social services in La Crosse County. Our mission is to provide culturally empowering advocacy to the Hmoob Community through holistic support services, with revitalization of the Hmoob language and culture as the foundation. Successful applicants will be able to demonstrate a commitment to racial and gender justice.

POSITION SUMMARY

Under the direct supervision of the Associate Director, the Volunteer and Fundraising Coordinator (VFC) will recruit, screen, train, and monitor volunteers involved in Cia Siab, Inc.'s programs and events. Additionally, they will be responsible for coordinating several community-wide fundraisers annually and working closely with community and corporate volunteers interested in providing direct and indirect services and support to victims of violence. Additional responsibilities include assisting with community education and outreach, facilitating the creation of a quarterly newsletter, and representing the organization on community-based committees.

POSITION RESPONSIBILITIES

Volunteer Recruitment and Supervision

- Coordinate the agency's recruitment, training and supervision of volunteers;
- Conduct timely background and reference checks on all prospective volunteers;
- Maintain accurate volunteer database, log volunteer hours, and complete reporting as required by funders and partners;
- Provide support and training for staff who are supervising volunteers; and
- Create and distribute a quarterly newsletter for volunteers, donors, and the community.

Fundraising Coordination

- Establish and execute annual calendar of virtual and in-person fundraising activities;
- Manage annual 5K run/walk fundraising event, including registration, money collection, prize distribution, and communication with participants and volunteers;

- Coordinate Giving Tuesday annual online fundraising event and other online fundraisers, as directed;
- Exhibit creativity and attention to detail when creating and promoting event materials;
- Develop and maintain comprehensive donor database; and
- Complete other duties as determined by the Associate Director.

POSITION QUALIFICATIONS

Education/Learning Experience

Required: Associate's degree in sociology, social work, human services, human resources or another related discipline

Preferred: Bachelor's degree in a related discipline. Familiarity with the La Crosse Hmoob community. Hmoob language skills.

Work Experience

Required: Two or more years of relevant private, non-profit, or public sector experience

Preferred: Three or more years of proven fundraising or volunteer coordination experience in the non-profit sector.

Skills/Knowledge

Strong organization and project management skills. Excellent written and verbal communication and willingness to give presentations about the agency. Self-directed and motivated with the ability to establish agency-appropriate fundraising goals. Ability to work in a timely manner and on a flexible schedule. Proficiency with Microsoft Office, Google Docs, Gmail, keyboarding skills and the ability to learn new computer programs.

COMPENSATION AND HOURS

This position is full time, 40 hours a week, including paid holidays and Personal Time Off. The ability to work flexible hours, including some nights and weekends as necessary, with the majority of hours worked Monday-Friday, 9-5. Frequent local travel is required. Starting pay is \$18-\$20 an hour depending on qualifications and experience and includes health, dental, vision and simple IRA after probationary period (3 months).

LICENSES AND CERTIFICATIONS

Required: Valid Driver's License; successful completion of Wisconsin Caregiver background Check and national and state sex offender registration background checks

PHYSICAL REQUIREMENTS/DEMANDS OF THE JOB

Work involves occasional physical exertion with materials or equipment under 20 pounds, but not requiring effort so continued or sustained as to result in more than minor fatigue consequences. Ability to sit for long periods of time. This position does not offer the possibility of remote work; work activities require the employee to be on-site.

Acknowledgement Statement

By signing this form, I acknowledge I have received, read, and understand that I must strictly observe and ensure compliance and requirements detailed in the position description. I understand that all positions are subject to the availability of funding. I acknowledge that Cia Siab, Inc. is a smoke, drug, alcohol and controlled substance free environment. I also understand that Cia Siab, Inc. is an “at will” employer and that my employment may be terminated at any time without due cause.

Executive Director

Date

Employee Signature

Date

... Cia Siab, Inc. is a Non Profit Organization & Equal Opportunity Employer