

Job Posting: Volunteer Engagement Coordinator (Part-time)

Care Partners of Cook County – Grand Marais, MN

8–10 hours per week; Wage DOE

Care Partners is seeking a warm, organized, people-centered **Volunteer Engagement Coordinator** to help grow and support our volunteer team. This role connects caring community members with meaningful opportunities to support older adults and those at end-of-life.

Key Responsibilities

- Recruit volunteers through outreach, social media and community events.
- Guide prospective volunteers through interviews, background checks, and onboarding.
- Match volunteers with roles across Care Partners programs.
- Manage and develop volunteer training sessions.
- Organize volunteer appreciation activities.
- Maintain accurate volunteer records and assist with reporting.
- Work closely across the Care Partners Team.

Qualifications

- Strong communication and relationship-building skills.
- Experience in volunteer coordination, human services, or community engagement.
- Organized, self-directed, and comfortable managing multiple tasks.
- Basic proficiency with email, databases, spreadsheets, and social media.
- Commitment to Care Partners' mission of supporting aging adults and caregivers.
- Valid driver's license and reliable transportation.

Preferred

- Experience in nonprofits, working with older adults, community outreach, or recruitment.
- Familiarity with volunteer management software.
- Comfort with writing outreach content (social posts, flyers, volunteer spotlights).
- Proficiency in Microsoft Office Suite, Canva or a desire to learn.

To Apply

Send a resume and brief cover letter to julie@carepartnersofcookcounty.org

Learn more at www.carepartnersofcookcounty.org.