

Union Gospel Mission Dallas

Union Gospel Mission is a Christian faith-based nonprofit organization.

For more information, visit our web site at <https://ugmdallas.org>.

Job Title: Volunteer Director

Department: Development

Reports To: CEO

Job Status: Full time

Salary Range: \$50,000 to \$60,000 annually

Volunteer & Intern Management:

- Recruit, schedule, and coordinate duties for volunteers throughout the year.
- Maintain communication with former volunteers to keep them involved with the Mission.
- Ensure that volunteer schedules are communicated internally and externally.
- Serve as Mission's intern liaison.
- Cultivate relations with local colleges and universities through participation in college fairs.
- Develop and increase church relations through participation of outreach activities and events.
- Cultivate relations with community through participation in various fairs and events

Social Media Management:

- Maintain on going communication using social media

Requirements:

- Working knowledge of Microsoft Word, Excel, & Outlook.
- Excellent verbal and written communication skills.
- Ability to effectively present information and respond to questions from groups, clients, and the general public.
- Formal education desired, High School/GED required.
- An active member in a local, evangelical church.
- Organization is a must.
- Experience is required.

In any position with Union Gospel Mission, it is impossible to predict the many requests and assignments that can and will be made on an employee. This is the case with this position. Flexibility and a cooperative spirit are crucial characteristics of the person who holds this important position and for the successful operation of UGM services.

To Apply:

Please submit your application, resume, and cover letter to the Human Resources Department via email at ugmjobs@ugmdallas.org. We thank all applicants for the interest. However, we will only be contacting selected candidates for interviews.

All employees recognize that Union Gospel Mission is a faith-based facility and agree that they will do nothing as an employee of Union Gospel Mission to undermine its' religious mission.