



**Position:** Connections and Admin Coordinator  
**Manager:** Executive Director  
**Hours:** Part Time

**Summary:**

The Connections and Admin Coordinator is responsible for managing the administrative duties within Memphis Dream Center programs as well as overseeing all non-program volunteer related responsibilities. The position is in-person, part time Monday through Friday and includes periodic nights and weekends for special events/outreaches.

**Responsibilities include but are not limited to the following\*:**

**Family Advocacy Program**

- Cover front desk/greet for Family Advocacy program (10a-4p, M-TH)
- Check Ring Central messages daily and forward to appropriate department
- Administrative support for all Family Advocacy programming and Central Team
- Coordinate reservations for meeting rooms and common areas
- Ensure 48 hour followup of family referrals
- Follow through with all family follow ups and set appointments
- Assists in maintaining goal of minimum of 80 families resourced per month
- Maintain up-to-date Family Advocacy data & metrics entries (daily)

**MDC Volunteer Connection**

- Connect with new volunteer signups weekly
- Communicate to and follow up weekly with all MDC volunteers
- Recruit volunteers for all MDC teams/events
- Oversee First Serve process and ensure team leaders are connecting with volunteers
- Maintain up-to-date program playbooks (work with program coordinators/directors)
- Ensure all MDC volunteer hours are entered weekly into MDC data sheet
- Ensure all volunteers are being entered into Ministry Platform
- Assist with special initiatives and projects such as giving campaigns, outreaches, etc.
- Assist Executive Director as needed

**Attributes and skills required:**

- Excellent oral, written, and interpersonal communication skills
- Ability to represent the organization with excellence, professionalism and tact
- Ability to work well with a diverse group of volunteers
- Experience building and leading teams of volunteers preferred
- Strong organizational, logistical and administrative skills
- Proficient in basic computer skills and ability to learn Ministry Platform
- Ability to work within a budget and create accurate reports
- Ability to work independently and is self-motivated

*\*This description is not all-inclusive, and other duties may be assigned as necessary.*