



Volunteer Position Description: Volunteer & Membership Recruitment Coordinator

Position Overview

HUMANE ACTION Pittsburgh is seeking a volunteer to recruit, orient, and manage other volunteers as well as increase HAP membership through recruitment activities. The Volunteer & Membership Recruitment Coordinator will work closely with the Leadership Team to identify and fulfill volunteer needs in order to further the mission and vision of HAP and our goal of building the Model Humane City. HAP is currently a fully volunteer-run organization, and our members provide a powerful voice for legislation, personal health, and personal activism.

Duties and Responsibilities

- Strategize and execute ideas for bringing in volunteers as well as increasing general membership
- Provide training, support, and recognition for HAP volunteers
- Attend outreach events on behalf of HAP as available
- Attend bi-monthly HAP meetings as well as role-specific meetings as determined
- Respond to HAP leadership emails and calls within 48 hours
- Be prepared and on-time for meetings and events
- Share and support HAP's mission and core values; adhere to HAP's policies
- Other duties as needed

Training Requirements

Training on HAP's mission, core values, and policies, including orientation on campaign missions and status

Skills and Qualifications

- Passion for animal welfare and a plant-based lifestyle
- Previous volunteer management experience is a bonus, but not required
- Excellent organizational skills
- Excellent communication skills – both verbal and written
- Technology and ability to attend meetings both in person and online
- Self-motivated
- Ability to present yourself in a friendly, professional, and non-partisan manner
- Ability to work independently, follow instructions, and meet deadlines
- Working knowledge of Google Drive, Trello and Dropbox, or a willingness to learn

Time Commitment Required

Expect to commit 1-3 hours per week

Dress Code

Professional dress required for meetings. If attending an informal event, volunteer must purchase a HAP or NPP T-shirt at cost.



Location

The work can be conducted remotely from home or another location mutually convenient for all parties. Meetings may be in person or via Zoom conference.

Supervisor

Natalie Ahwesh, Vice President
Brian Bonsteel, President and Founder

What Volunteers Can Expect from HAP

- Support of HAP leadership and members
- Respect and appreciation for your contribution and input