

JOB SUMMARY

Faith In Practice is seeking a detail-oriented and mission-driven professional to join our team in Houston, TX as a **Volunteer Engagement Specialist**. This role offers an opportunity to directly impact lives by supporting the coordination of volunteers who bring healing and hope to underserved communities through medical mission work in Guatemala.

This position provides essential support and communications that impact volunteer recruitment, placement, and retention, ensuring a seamless and meaningful volunteer experience. The ideal candidate brings strong organizational, communication, and analytical skills to improve processes and resources that empower volunteers to serve effectively.

KEY TASKS AND RESPONSIBILITIES (WHAT YOU'LL DO)

- Oversee key processes that support the recruitment, placement, and engagement of more than 1,400 U.S. volunteers annually across multiple mission teams.
- Manage volunteer program systems and communications, ensuring workflows, data, and resources align with departmental standards and organizational goals.
- Evaluate volunteer applications and placements based on program needs, team composition, and applicant qualifications, and interact with applicants and volunteers.
- Contribute to the development and continuous improvement of volunteer-facing materials, communications, and resources that enhance engagement and program efficiency.
- Collaborate cross-departmentally to organize documents, prepare reports and materials, and support special volunteer projects.
- Analyze volunteer data and program trends to inform strategic recommendations that strengthen Faith In Practice's volunteer engagement model.

QUALIFICATIONS AND SKILLS (WHAT WE'RE LOOKING FOR)

- **Education:** Bachelor's degree required.
- **Experience:** Minimum of 1–2 years of relevant professional experience in volunteer management, nonprofit program coordination, or a related administrative or communications field.
- **Communication:** Excellent written and verbal communication skills; bilingual in Spanish is a plus but not required.
- **Technical Proficiency:** Skilled in Microsoft Office Suite (Word, Outlook, PowerPoint, Excel) and project management tools such as SurveyMonkey and Pirate Ship; experience with Salesforce, Managed Missions, and digital media platforms (Emma, Canva) preferred.
- **Professional Attributes:** Strong organizational skills and attention to detail, with the ability to manage multiple projects and meet deadlines. Demonstrated ability to troubleshoot, problem-solve, and recommend process improvements.
- **Collaboration:** Capable of working independently and collaboratively across teams and departments to achieve organizational goals.

WE OFFER

- Competitive salary and benefits.
- Purposeful work, part of a supportive team, and opportunities for growth.

If you are ready to take the next step, please send your resume update to
dtobias@faithinpractice.org