



Position Title	Reports to	Compensation
Intake and Volunteer Coordinator	Executive Director	\$20/hour
Employment Status	FLSA Status	Application Closing Date
Part-time	<input checked="" type="checkbox"/> Non Exempt <input type="checkbox"/> Exempt	Open until filled

About Casa Latinos Unidos

Casa Latinos Unidos is a community-based organization working with the Latinx communities of Benton and Linn Counties. The organization provides wraparound support to families, implements educational and leadership development programs, and celebrates the cultures of the communities with which we work. Our staff is fully bilingual and bicultural. The organization's main office is located at Garfield Elementary School, Corvallis, with an extension office at Colonia Paz, in Lebanon. Website: www.casalatinosunidos.org.

Benefits of Working at Casa Latinos Unidos

- A healthy, friendly, and supportive work environment.
- An attractive package of tangible and intangible benefits.
- PTO accrual.
- Ten holidays.
- Simple IRA retirement plan.
- Health insurance benefits for employee and spouse.

Position Summary

We are looking for a skilled and experienced Intake and Volunteer Coordinator to oversee client intake processes and manage our volunteer program at Casa Latinos Unidos in Benton County, based in Corvallis. As the intake coordinator, you will be the first point of contact for new clients seeking services. You will conduct intake interviews, determine eligibility, and ensure smooth enrollment. As the volunteer coordinator, you will recruit, train, schedule, and recognize volunteers to support various programs.

The ideal candidate will have strong interpersonal abilities, attention to detail, strong phone and in-person communication abilities, experience working with data entry using software of different kinds, high school education or equivalent. This position calls for someone passionate about connecting community members to resources in a compassionate manner. The coordinator should be comfortable working occasional evenings for events.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- o Answer phone inquiries and redirect appropriately.
- o Greet and assist visitors. Route clients to appropriate staff members.
- o Offer information regarding various available resources that may benefit the client.
- o Recruit volunteers and coordinate volunteering campaigns. This includes meeting with volunteers, coordinating hours, and being in communication with them throughout the process.
- o Keep detailed records of the interactions with clients and volunteers. Provide information to management as required.
- o Other administration activities as needed.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Written and spoken proficiency in the English language.
- Written and spoken proficiency in the Spanish language.
- High school or equivalent diploma.
- At least one year of experience working or volunteering with community organizations.
- Experience using software applications such as spreadsheets and Google Workspace applications.
- Excellent interpersonal, oral, and written communication skills.

To apply for This Position

To apply for this position, send your resumé and 3 references to jobs@casalatinosunidos.org with the subject line "Application for Intake and Volunteer Coordinator". For questions, you may write to this email or call 541-512-4949.

Casa Latinos Unidos is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable. Casa Latinos Unidos is committed to fostering, cultivating, and preserving a culture of diversity and inclusion.