Announcement of Job Opening

I am pleased to announce that Lunch Break is now offering a full time position for a Volunteer Coordinator.

This position will be promoted both externally and internally.

Description:
Lunch Break, a fast growing well-established not-for-profit organization in Red Bank seeks a full time Volunteer Coordinator with at least three years experience in a non-profit environment.

The Volunteer Coordinator’s primary responsibilities will be growing, solidifying, and maintaining volunteer efforts at Lunch Break. They will assist with and facilitate engagement between volunteers and all Lunch Break departments and lines of service, creating a welcoming culture for learning and serving. The Volunteer Coordinator will provide opportunities for people, organizations, companies and others represented in the community to donate their time and talents to the organization and create a mutually beneficial experience. The ideal candidate for this role is an outgoing and collaborative self-starter who believes deeply that volunteers can and do bring value to our community and relishes the opportunity to be the bridge between volunteers, staff, and those that we serve. This position will also provide program support under the direction of the Program Director.

Skills/Qualification required for this position:

- Excellent communication skills with the ability to work with all personality types.
- Leadership skills with the ability to direct others.
- Excellent organization skills with the ability to multitask.
- Ability to work in a team environment, participating in committees, meetings and group projects.
- Ability to meet deadlines and work well under pressure.
- Must present a professional image and attitude at all times.
- Excellent computer skills
- Must be knowledgeable and skilled in Google Suite, Microsoft Word and Excel

Lunch Break offers a very good work environment, benefits, and compensation package.

If you are interested, please contact Millie Jeter by email mjeter@lunchbreak.org for the job description. **You must submit for consideration: resume and letter of interest.**