



## **Volunteer and Community Engagement Manager**

*Full-Time, in Person Role | Reports to: Vice President of Philanthropy*

### **Position Overview**

The Volunteer and Community Engagement Manager is responsible for building relationships with individuals and groups in the community to support Saint Louis House's mission through volunteerism, events, and outreach. This position coordinates volunteer programs and provides key administrative support for the development team. The successful applicant will be **proficient in using office software, possess strong and effective communication skills, display attention to detail, and the ability to prioritize tasks while managing time effectively.** The role requires flexibility, including availability for occasional nights and weekends to support special events and volunteer activities. All Saint Louis House employees work within the organizational values of **Empowerment, Hope, Growth Mindset, Commitment, Humility and Effectiveness.** The Volunteer and Community Engagement Manager reports to the Vice President of Philanthropy.

### **Benefits**

Saint Louis House invests in our employees in many ways. We provide the tools and support needed for all staff so that they can provide the highest quality of services to our families. In addition to fostering a positive, learning, and supportive work environment, we also offer:

- Competitive Salary (\$60K-\$65K, based on experience)
- Paid Time Off (160 hours a year)
- Sick Time (40 Hours per year)
- Paid Holidays (12 days a year)
- Health / Dental / Vision Insurance
- Life and disability Insurance

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### **Key Responsibilities**

#### **Volunteer Coordination and Engagement**

- Develop and maintain a diverse pipeline of individual and group volunteers to support Saint Louis House programs and events.
- Coordinate volunteer logistics, including scheduling, onboarding, and tracking service hours.

- Plan and manage volunteer participation in organizational and program-specific events, including weekly Community Nights and Welcome Home apartment transformations.
- Support open-house coordination and assist in volunteer training and recruitment.

## **Community and Donor Engagement**

- Foster relationships with community partners, donors, and volunteers.
- Coordinate in-kind drives (e.g., pantry, school supplies, seasonal needs), including communication, inventory management, and distribution.
- Represent Saint Louise House at community events and presentations.

## **Administrative Support**

- Maintain accurate records in the CRM, including volunteer data, in-kind donations, and contact information.
- Process and acknowledge in-kind donations.
- Assist with reception duties including phones, greeting visitors, receiving donations, and maintaining a welcoming office environment.
- Provide content support for newsletters, social media, and donor communications in coordination with the Communications team.
- Manage supplies and provide general clerical support as needed.

## **Special Events**

- Provide administrative, planning, and logistical support for fundraising and community events.
- Coordinate with staff across departments to ensure successful execution of volunteer-supported activities.

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## **Position Requirements**

- Bachelor's degree in communications, Nonprofit Management, or related field (or equivalent experience).
- 1+ years of experience in community engagement, volunteer coordination, or related area.
- Strong Administrative skills, including the use of various office software and providing clerical support
- Strong organizational and interpersonal skills.
- Comfortable working independently and as part of a cross-functional team.
- Availability for occasional evenings and weekends.
- *Proficiency in reading, writing and public speaking in Spanish is a plus*

### **About Saint Louise House**

Saint Louise House provides a two-generation, long-term supportive housing program to mothers and their children who are overcoming homelessness in Central Texas. Our proven program provides stable housing, empowering partnership, and wraparound services. The highly individualized support we provide fosters education, financial literacy, strong family relationships and healthy living, leading to a lifetime of self-sufficiency. With a deep belief in the power of women to transform their lives, their families, and our community, we are committed to a solution-focused model for growth and sustainable change.

*Saint Louise House is committed to the recruitment, selection, development, and promotion of employees based on individual merit. Our policy is to provide equal employment opportunity to all people without regard to race, color, religion, sex, national origin, age, or disability. We encourage applicants from traditionally underrepresented groups and diverse backgrounds, which mirror the population we serve.*

**A Cover Letter and Resume is required to apply. Please forward to:**

Sherri Fleming, Human Resources Project Manager at [sfleming@saintlouisehouse.org](mailto:sfleming@saintlouisehouse.org)

For more information about Saint Louise House, please visit [www.saintlouisehouse.org](http://www.saintlouisehouse.org)