



Title: Volunteer Coordinator

Location: Remote; U.S.-based

Organization: Heal Palestine, a USA-registered Nonprofit Organization

About the Organization:

HEAL Palestine was founded on January 1, 2024, as a nonprofit organization dedicated to helping children in Palestine, with a special focus on Gaza children, using a holistic approach that empowers our volunteer community globally. Our focus is on building programs that help heal children and give them opportunities in Health, Education, Aid, and Leadership (HEAL).

Overview of Position:

HEAL Palestine is seeking a dedicated and passionate Volunteer Coordinator to join our team. The Volunteer Coordinator will oversee volunteer recruitment, training, and management, and will serve as the primary point of contact for all volunteer-related activities.

Primary Responsibilities:

1. Volunteer Recruitment and Onboarding:
 - Develop and implement strategies to recruit volunteers for various roles, including fundraising events, medical missions, hosting children from Gaza receiving medical care in the U.S., and administrative support.
 - Manage the volunteer application process, including interviewing and screening potential volunteers.
 - Conduct orientation sessions and training for new volunteers to ensure they understand HEAL Palestine's mission, values, and expectations.
2. Volunteer Management and Support:
 - Coordinate and schedule volunteer activities, ensuring alignment with organizational needs and priorities.
 - Provide ongoing support and guidance to volunteers, addressing any questions or concerns.

- Maintain accurate records of volunteer activities, hours, and contact information.
 - Review and organize all requests for volunteering with the organization.
3. Event Coordination:
- Assist volunteers in planning and executing a variety of fundraising and awareness events.
 - Manage retreats and other meetings with volunteers.
4. Communication and Outreach:
- Respond to volunteer inquiries via email and other communication channels in a timely and professional manner.
 - Develop and distribute regular communications to keep volunteers informed about upcoming opportunities, updates, and events.
 - Utilize social media and other platforms to promote volunteer opportunities and highlight volunteer contributions.
5. Program Development:
- Collaborate with HEAL Palestine leadership to identify new volunteer opportunities and program enhancements.
 - Develop and implement policies and procedures to improve volunteer engagement and retention.
6. Evaluation and Reporting:
- Monitor and evaluate the effectiveness of volunteer programs, collecting feedback from volunteers and stakeholders.
 - Prepare regular reports on volunteer activities, participation, and impact for internal and external audiences.

Requirements:

- Bachelor's degree in a relevant field (e.g., Nonprofit Management, Social Work) or relevant experience.
- Proven experience in volunteer and/or event coordination
- Experience working in nonprofit management or international development context.
- Excellent organizational and time management skills.
- Strong interpersonal and communication skills, with the ability to engage and motivate volunteers.
- Flexibility to work occasional evenings and weekends as needed for events and missions.
- Familiarity with Middle Eastern cultures and issues affecting the Palestinian community.

Application Process:

Interested candidates should submit a resume and cover letter outlining their qualifications and interest in the position to HR@healpalestine.org with the subject "Volunteer Coordinator Application". Applications will be reviewed on a rolling basis until the position is filled.

HEAL Palestine is committed to diversity and equality in employment and encourages qualified candidates from all backgrounds to apply.