



Volunteer Coordinator

Location: San Francisco, CA - 1 Sutter Street at Market, steps away from Montgomery BART/Muni station

Exempt/Non-Exempt: Non-Exempt, Unpaid Volunteer Position

Employment Type: Part-Time

Department: Volunteer

Description: *Lung disease is now the second leading cause of death in the United States.*

Breathe California Golden Gate (Breathe CA) is seeking a Volunteer Coordinator to organize, coordinate and manage the operations of the organization's volunteer programs. The organization utilizes volunteers for office assistance, public health programs in the community, data entry, event assistance (day of and preparation), internships, and special projects.

This position is part-time approximately 2 days per week with flexibility on evenings and weekends a couple of times a year (e.g., annual bike event) and will remain open until filled.

Duties: Coordinates day-to-day operations of volunteer programs, ensures Breathe California Golden Gate volunteer policies and procedures are consistently complied with at all levels.

Qualifications: Education: 2 years of post-secondary education required, Bachelor's degree preferred.

Experience: Two years of experience as a volunteer with a nonprofit or for-profit organization or comparable work experience. Preferred candidate will have excellent customer service skills, experience with volunteer coordination, able to work in a fast paced environment, support multidisciplinary departments and working knowledge of MS Excel.

Our Mission: Through grassroots education, advocacy and services, Breathe California fights lung disease, advocates for clean air and advances public health. We are devoted to addressing the major determinants of lung disease through Tobacco Cessation, Asthma Education, COPD Programs, Indoor and Outdoor Air Quality Initiatives, and Research. We welcome your support to help us achieve these goals.

Application Process: Please submit a resume (no phone calls) and cover letter detailing your interest in the position and the organization, as well as why you believe you make the ideal candidate for the position to: Tanya Stevenson, EdD, MPH, Breathe California Golden Gate, via email at: Tanyas@ggbreathe.org