



Amicus, Inc., Minneapolis

Position Title: Volunteer Recruiter

Duration: Part Time/Permanent. Flexible hours—some evenings and weekends required

Location: Minneapolis, MN

About the Organization:

Amicus is a Minnesota not-for-profit organization with over 40 years of experience building stronger communities by helping inmates and ex-offenders through positive relationship-building, restorative justice practices and individualized transition services.

Purpose of Position:

This position is responsible for volunteer recruitment and community engagement. The Volunteer Recruiter will be instrumental in helping the Community Engagement (CE) Team implement new strategies for connecting with qualified mentors as well as developing, expanding and maintaining relationships with appropriate community and faith-based organizations.

Major and Specific Responsibilities:

- Plan and implement all volunteer recruitment and Call to Action events;
- Develop and implement new strategies for volunteer recruitment;
- Cultivate relationships with key community stakeholders to nurture recruitment partnerships (community and faith based organizations);
- Recruit potential community volunteers and liaise with CE team for screening of volunteers;
- Perform volunteer support and recognition;
- Respond to offender requests for information about project participation;
- Track information on volunteers and help evaluate recruitment activities
- Participate in agency meetings and trainings

Qualifications:

- Excellent public speaking and interpersonal communication skills;
- Excellent recruitment and sales skills;
- Existing connections with community groups and faith communities as well as ability to develop new recruitment partnerships;
- Excellent organization and business communication skills;
- A creative and innovative approach to engaging potential volunteers;
- Solid understanding of restorative justice principles and values based service delivery;
- Ability to articulate reentry needs of offenders;
- Ability to relate effectively with people from diverse backgrounds;
- Proven self-starter

Send Letter of Interest and Resume to:

Chris Doege
Amicus, Inc.
15 S 5th Street, Suite 1100
Minneapolis, MN 55402-1062
chris@amicususa.org

Application Deadline: October 8, 2010

Position start Date: Nov. 1, 2010

Competitive salary based on qualifications.

*Must have own transportation and current insurance.

***Ex-offenders encouraged to apply.**

www.amicususa.org