



## WORK-STUDY OPPORTUNITY

Position Title: Volunteer Engagement Specialist  
Reports To: Volunteer Engagement Coordinators – J  
Swofford & Jessica Norberg

Department: Volunteer Engagement  
Location of Workspace: Volunteer  
Engagement Office

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### **SUMMARY OF POSITION:**

The Volunteer Engagement Specialist assists with the planning of events, coordination of support and implementation of policies relating to OMSI's volunteers. They will support facilitation and evaluation of professional development trainings and community-building activities. This position is for the Volunteer Engagement Program and reports to the Volunteer Engagement Coordinators.

### **EXPERIENCES THIS POSITION WILL PROVIDE:**

- Working in a collaborative environment with paid and unpaid staff of a variety of ages, experiences, and backgrounds
- Support with the facilitation and evaluation of the Volunteer Engagement Strategic Projects
- Engage in Volunteer Engagement team meetings and gain perspective of internal processes
- Plan events for a diverse audience of volunteers, including social gatherings and trainings
- Learn how to work for and advocate for the advancement of volunteer engagement in the museum
- Prepare materials for and attend recruitment events off-site
- Coordinate data collection and accurate reporting
- Support the Volunteer Engagement team with additional ad hoc projects

### **KNOWLEDGE/SKILLS/ABILITIES:**

*What we are looking for:*

- Passion for supporting volunteers and building relationships
- Strong communication, customer service, and problem-solving skills
- Self-directed and willing to take initiative
- Creative, imaginative, and collaborative
- Ability to manage time effectively with multiple tasks and in a shared workspace
- Commitment to advocating for practices of equity and inclusion
- Strong computer skills, particularly using Word, PowerPoint, Excel and Outlook
- Must be dependable, punctual, and willing to commit to a schedule

*Training you will receive:*

- Volunteer Coordination best practices, including how to communicate with diverse audiences, planning events for 20-300 people, and engaging in various appreciation languages.
- Museum safety and emergency response
- Proficiency and understanding volunteer database, Volgistics
- How to track volunteer engagement via reports of service hours, trainings and classes

For more information, contact Volunteer Engagement at 503-797-4615 or [Volunteer@omsi.edu](mailto:Volunteer@omsi.edu). Visit our website at [www.omsi.edu](http://www.omsi.edu). OMSI is located at 1945 SE Water Ave, Portland, OR 97214

**SCHEDULE:**

- Minimum of 6-12 hours per week
- Shifts would be Sundays – Fridays between 9 am and 7pm and be available on
- Must be available on Wednesdays from 11:00 to 1:00 pm
- Must be available on April 19 for OMSI's Volunteer Appreciation Celebration

**LEARNING OUTCOMES:**

- Cultivating relationships through community-building activities
- Fostering mass communication skills to diverse audiences
- Learn and participate in the creation and implementation of professional development trainings
- Removing barriers from recruitment practices in order to build a more inclusive environment

**HOW TO APPLY:**

This position is only available to students who have been awarded Federal Work-Study funding as part of their financial aid award package. To apply and submit your [online application](#), along with a resume and cover letter. As part of the hiring process you may be invited to interview. If hired you will need to complete a background check.