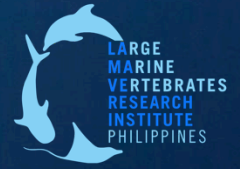


JOIN OUR TEAM



Volunteer Coordinator

Location:	Puerto Princesa City, Palawan
Length of Position	Permanent following a 3-month probationary period
Position Type:	Full-time (40 hours a week)
Salary:	Php 20,000 - 30,000/month (based on experience) Additional benefits provided
Starting Date:	June 2024

About Large Marine Vertebrates Research Institute Philippines (LAMAVE)

Large Marine Vertebrates Research Institute Philippines (LAMAVE) is a Filipino non-stock, non-profit, non-government organization dedicated to the conservation of marine megafauna and their habitats in the country. LAMAVE strives to ensure a secure and prosperous ocean for marine life and people by applying science-based solutions to conservation challenges, investing in the transfer of skills for long-term impact at the grassroots level, and advancing the knowledge to enable people and governments to protect their natural resources.

Job Purpose:

We are searching for a Volunteer Coordinator (VC) to take charge of recruiting volunteers, engaging with past and future volunteers, and marketing the volunteer program, along with managing the volunteer database. The VC will work closely with Project Leaders to ensure volunteer placements for LAMAVE's conservation projects are filled consistently. To accomplish this, they will be responsible for developing and implementing a strategy to recruit and engage local and international volunteers, as well as scholars, playing an important role in expanding the NGO's reach and impact regionally and globally.

The VC will be joining a team of enthusiastic and driven individuals working towards the protection of some of the most threatened marine species in the world. You will be applying your skills to support marine conservation efforts in the Philippines and to grow the organisation.

Reporting to: Executive Director

Major Duties and Responsibilities

Recruitment and Processing

- Develop and execute a three (3) year recruitment plan based on the NGO's needs in collaboration with their reporting supervisor;
- Handle and recruit individual requests for volunteer and scholar positions;
- Schedule, coordinate and assign volunteers and scholars to appropriate projects;
- Develop and maintain a process to review applications, check references and interview potential individual volunteers and scholars;

- Maintain the recruitment database;
- Record keeping and organizing personal information (waivers, insurance information, emergency contacts and other personal information, updating of the recruitment database);
- With support from, and in collaboration with the Project Leaders, draft, maintain, and publish materials and procedures for the volunteer program including a comprehensive online onboarding process;
- Process selected applicants. (Manage application process and ‘paperwork’ – such as deposits, waivers, team manuals, welcome letters, university requirements and post-placement assessments);
- Provide applicants with accurate information on the volunteering opportunity and projects to set expectations and understand the process;

Marketing

- Support the communications team in content creation for social media and website, newsletters and other communication channels, to market available positions online
- Manage the volunteer and scholar mailing list
- Maintain and grow the volunteer base through building relationships with individuals, colleges/universities, students/youth organizations and travel agencies worldwide

Engagement

- Support potential and current volunteers and scholars in case of questions or concerns about their placement and experience;
- Encourage past volunteers and scholars to promote their experience with LAMAVE and provide the necessary materials and platform;
- Collect relevant deliverables from volunteers and scholars such as placement blogs, photos;
- Develop and administer volunteer satisfaction survey and conduct exit survey; compile and report results to the Executive Director.

Your Skills and Expertise

Essential:

- Knowledgeable in recruitment and engagement strategies
- Knowledgeable in Marketing Strategies and Communication
- Excellent verbal/written communication and organizational skills;
- Proficient with Google Workspace and Microsoft Office Suite and/or related software
- Fluent in English and Filipino;
- Comfortable engaging with applicants from around the world;
- Ability to plan, balance and cope with competing priorities;
- Initiative and the ability to solve problems.

Desirable:

- Bachelor’s degree or experience in management, human resources, or related field

- Previous experience working with an NGO

Key Performance Indicators

- Number of volunteers successfully recruited vs project need
- New platforms and sources for volunteer recruitment
- Positive volunteer feedback and experience during recruitment/application process

How to Apply

Please complete this online application form. You will be asked to upload a copy of your CV directly on the form (maximum file size 10MB):

<https://form.jotform.com/LAMAVE/volunteer-coordinator-application>

If you encounter any difficulties with the form application please contact jobs@lamave.org.

LAMAVE is an equal-opportunity employer and will consider all qualified Filipino applicants regardless of religion, gender identity, sexual orientation, ethnicity, age, disability, or civil status.

In keeping with our mission to build in-country leaders, we are currently accepting only Filipino citizen applications. Thank you for supporting this goal.

After reviewing your application, our team will contact you to inform you if we would like to pursue your application to the interview stage. Due to the expected volume of incoming enquiries, the NGO does not have the resources to provide feedback on applications that have not been accepted. Thank you for your interest.