

Montalvo Employment Opportunity

Volunteer Coordinator and Administrative Support Specialist

Do you enjoy connecting people to meaningful experiences? Are you highly organized, relationship-oriented, and passionate about the arts? We are seeking a Volunteer Coordinator and Administrative Support Specialist to help cultivate an exceptional volunteer program while providing hospitality-focused support to the Executive Director of our vibrant arts nonprofit. This is a 30 hour per week on-site role.

This unique position combines volunteer engagement, community building, and executive support in a mission-driven environment dedicated to inspiring creativity, fostering community, and enriching lives through the arts.

As the Volunteer Coordinator, you will recruit, train, schedule, and recognize volunteers who make our programs and events possible. In addition, you will provide administrative and hospitality support to the Executive Director, helping create welcoming experiences for donors, artists, board members, volunteers, and community partners.

If you thrive in a dynamic environment, enjoy building relationships, and take pride in creating thoughtful and memorable experiences for others, we'd love to hear from you.

What You'll Do:

Volunteer Program Leadership

- Recruit, onboard, train, and engage volunteers for programs, events, and special initiatives.
- Coordinate volunteer schedules and assignments.
- Serve as the primary point of contact for volunteers and help ensure a positive volunteer experience.
- Develop volunteer appreciation and recognition efforts.
- Maintain volunteer records and track participation.
- Partner with staff across the organization to identify volunteer needs and opportunities.
- Help expand volunteer involvement and community engagement throughout the organization.

Executive Director Support

- Provide on-site support to the Executive Director and collaborate closely with the remote Executive Administrator.
- Assist with preparing meeting materials, correspondence, presentations, and organizational documents.
- Coordinate meeting logistics and prepare welcoming spaces for meetings and special gatherings.
- Purchase supplies, flowers, gifts, and cards for donor stewardship, volunteer recognition, and special occasions.

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- Support donor, board, artist, and community relations through thoughtful hospitality and relationship-building efforts.
- Assist with special projects and organizational initiatives as needed.

What We're Looking For - our ideal candidate is:

- Passionate about the arts and the role they play in strengthening communities.
- Highly organized with exceptional attention to detail.
- Warm, professional, and service-oriented.
- Comfortable interacting with volunteers, donors, artists, board members, and community stakeholders.
- Able to manage multiple priorities while maintaining a positive attitude.
- Self-directed, resourceful, and adaptable.
- Committed to providing outstanding hospitality and customer service.

Qualifications

- 5+ years of experience in volunteer coordination and management, nonprofit administration, executive level support.
- Excellent written and verbal communication skills.
- Strong organizational and project management abilities.
- Proficiency with Microsoft Office 365, including Outlook, Word, Excel, PowerPoint, and Teams.
- Ability to work independently and collaboratively.
- Ability to run local errands and transport supplies as needed.
- Experience in a nonprofit, arts, cultural, or community-focused organization is preferred.
- Interest in contemporary art and arts education is highly desirable.

Working Conditions & Physical Tasks:

- Typical office environment; requires the ability to remain seated at a computer workstation for extended periods. Some job functions may be performed outdoors. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl. The employee may lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.
- May be asked to work the occasional evening or weekend to support programming.
- Local travel is required; must have a valid driver's license and access to own vehicle and clean DMV record.

Compensation: \$27.00 - 30.00 per hour

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Why Join Us?

Working at Montalvo means becoming part of a passionate team dedicated to enriching our community through the arts. You'll have the opportunity to build meaningful relationships, support inspiring programs and events, and contribute directly to an organization that values creativity, collaboration, and service.

We offer a comprehensive benefits package that includes medical, dental, vision, life insurance, long-term disability, a 401(k) retirement plan, flexible spending account options, and paid time off.

To Apply: Please submit a resume and cover letter to hr@montalvoarts.org describing your interest in the position and how your experience aligns with the qualifications outlined above.

The position is open until filled. Applicants will be screened for qualifications and experience. Not all applicants who meet the minimum qualifications will be contacted or offered an interview.

We are an Equal Opportunity Employer and welcome candidates from all backgrounds and experiences.

For more detailed information about Montalvo Arts Center visit our website at www.montalvoarts.org.