

POSITION DESCRIPTION

The logo for Burma Link, featuring the words "BURMA LINK" in white, uppercase letters on a red rectangular background with a white border.

POSITION TITLE: Volunteer Coordinator

ORGANIZATION: Burma Link – Mae Sot, Thailand

REPORTS TO: Program Director

OVERALL RESPONSIBILITY: The Volunteer Coordinator is responsible for recruiting, orienting, and managing Burma Link’s volunteers. This includes maintaining communication with potential volunteers, screening and selecting candidates, and maintaining an up-to-date database of volunteers and dates of availability. The Volunteer Coordinator works to ensure that all volunteer positions are continuously filled and volunteers are clear on their responsibilities.

KEY RESPONSIBILITIES:

- Manage and coordinate the overall volunteer program, including recruiting new volunteers, and managing existing volunteers.
- Identify appropriate volunteer priorities and opportunities, and work to secure volunteers for them.
- Establish and achieve measurable short- and long-term goals for volunteer positions.
- Maintain communication with potential, current, and previous Burma Link volunteers.
- Customize materials for volunteers and update as necessary.
- Work with the International and Burma Coordinators to ensure that the websites support volunteer applications and needs.
- Develop and run the volunteer database, ensuring it is confidential and continuously up to date.
- Compile and maintain up to date access to volunteer contact details.
- Build a relationship with volunteers, ensuring volunteers receive all the information needed prior to their arrival, as well as the stay of their duration at Burma Link.
- Perform other duties as may be requested.

JOB REQUIREMENTS – EDUCATION & PROFESSIONAL

- University degree.
- Previous demonstrated experience managing and implementing a team.
- Basic knowledge of use of social media websites.
- Strong ability to build and manage secure databases.
- Demonstrated experience and effectiveness in relationship building.
- Excellent written and oral communication skills in English. Knowledge of Burmese & Karen is an advantage.

JOB REQUIREMENTS – PERSONAL ATTRIBUTES:

- Integrity and honesty
- Reliability, and trustworthiness
- Cultural sensitivity and strong ethics
- High degree of personal initiative and creativity.
- Excellent communication and interpersonal skills.
- Capable of working independently and within a team as well as forming strong working relationships with staff across the organization.
- Able to work effectively in a multi-cultural environment.
- Ability to manage communications with a diverse volunteer base ensuring that relationships with volunteers develop and mature.
- Ability to prioritize and manage own time even under pressure.
- Willingness and ability to travel and work outside normal working hours.
- Able to identify what needs to get done, then willing and able to make it happen with great attention to detail.
- Strong organizational skills and the ability to meet deadlines.
- Outgoing and confident.

APPLICATIONS

This is currently a non-paid volunteer position as Burma Link is fully run by volunteers until funds are available. To be considered for this opportunity, please send your CV and application form to volunteers@burmalink.org.