

# Join Our Team at Catholic Charities of East Tennessee!

*Providing Care and Support to our Community*

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**Position:** Volunteer Coordinator  
**Location:** Administrative Office | Knoxville, TN  
**Job Type:** Full-time | 35-hours per week  
**Hourly Rate:** \$18.00

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## Job Description

The Volunteer Coordinator leads Catholic Charities of East Tennessee's (CCETN) volunteer program and community outreach efforts, supporting growth, engagement, and mission alignment. This role designs and manages volunteer recruitment, training, and outreach initiatives that educate the community about CCETN programs and services. A successful candidate will have the ability to apply proven best practices to attract, support, and retain a strong volunteer base.

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## Benefits

Health Insurance | Dental | Vision | HSA | 403(b) with 3% match | Employer-funded pension plan & life insurance  
17 vacation days, 12 sick days, and 13 paid holidays annually

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## Key Responsibilities

- Recruit, onboard, train, and retain volunteers aligned with CCETN mission and program needs
  - Build relationships through ongoing communication, recognition, and engagement opportunities
  - Lead community outreach, tabling events, trainings, and volunteer recruitment efforts
  - Match volunteers to roles based on skills, interests, and availability, ensuring all pre-service requirements are met
  - Maintain accurate, compliant, and confidential volunteer records, hours, and activities
  - Partner with leadership to develop and implement volunteer policies, procedures, and recognition programs
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## Job Requirements

- Must pass background screenings
  - Must hold valid driver license
  - Predictable on-site attendance required
  - Must support the teaching of the Catholic Church and embody the organization's mission and culture through behavior and daily interactions
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## Job Qualifications

- Bachelor's degree in communications, Public Relations, Marketing or related field is preferred
  - Outgoing, confident communicator who is comfortable with public speaking and recruiting at Catholic parishes
  - Strong community knowledge with a proven ability to communicate effectively
  - Highly organized, detail-oriented self-starter with strong problem-solving skills, initiative, and the ability to independently manage volunteer programs and deadlines
  - Flexible and creative leader proficient in Microsoft Office, comfortable adapting to change
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## Ready to Make a Difference?

Apply today and join a team that cares.

For more information or to submit your application, please contact:

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