



Skilled Volunteers for Israel  
**EnglishB'Yachad**

## **Volunteer Engagement Specialist**

**Part-time, hourly, 20 hours per week**

**Remote - Work from home**

### **About this position...**

As the Volunteer Engagement Specialist, you will work closely with our volunteer tutors to ensure a meaningful and rewarding experience. Your responsibilities include interviewing and onboarding prospective volunteers; maintaining accurate records in Salesforce; providing timely follow-up and ongoing support; and facilitating recognition efforts. You will be working with our Israeli coordinator to pair new tutors with students. A passion for advancing our mission is key to success. Strong interpersonal skills, along with the ability to foster a strong sense of community among volunteers and staff, are essential. The Volunteer Engagement Specialist reports to the Executive Director.

### **Here's what we want you to do:**

#### **- Interview Prospective Volunteers**

- Conduct interviews with potential volunteers, creating and implementing interview protocols and documenting specific experiences
- Collaborate with the Israel Coordinator to enable successful matching of tutors with students
- Maintain accurate, consistent, and up-to-date information in the Salesforce database, following all established data entry protocols

#### **- Volunteer Engagement and Retention**

- Foster a strong sense of community and commitment among volunteers by providing ongoing support, recognition, and engagement opportunities
- Conduct volunteer follow-up on a regular basis, incorporating Salesforce reminders for key touchpoints

- Help plan and execute monthly meetings for tutors (Tutor Talks) in collaboration with the Executive Director, ensuring topics are timely and of interest to our volunteer community
- Arrange the New-Volunteer Orientation schedule with our Volunteer Tutor Orientation Team
- Coordinate one-on-one technology support sessions for new tutors, addressing any EBY-related requests through our Volunteer Technology Team

#### **- Volunteer Recruitment**

- In collaboration with program staff, work to actively build, develop and maintain a volunteer network to support the evolving needs of the English B'Yachad program
- Identify skills in our volunteer pool beyond tutoring that may further support the organization's needs
- Provide outreach and marketing support to increase participation and awareness. Promote volunteer opportunities through various channels such as websites, Jewish federations, synagogue newsletters and programs, and other communal networks
- Stay alert for testimonials, ideas, opportunities and concerns, and share them with us
- Keep an eye out for donor and fundraising opportunities

#### **- Other Duties as Assigned**

## **REQUIREMENTS**

### **Education**

Bachelor's Degree preferred or equivalent experience

### **The skills and experience that make a great fit!**

- Computer and digital proficiency, including email, Microsoft Word and Excel, as well as other programs such as PowerPoint, Google Docs and Zoom. Familiarity with Salesforce a plus
- Experience conducting interviews with candidates and/or volunteers
- Experience working with volunteers, including acquisition, engagement, and retention activities

- Careful data entry with adherence to established documentation procedures
- Effective time-management skills
- Excellent writing skills

### **Interpersonal skills are key to success!**

- A natural relationship builder who makes people feel welcome and appreciated
- An effective communicator who brings energy, enthusiasm, and encouragement to every interaction
- An excellent listener who understands the power of connection
- Someone who naturally inspires and motivates others
- A super-organized individual who can manage multiple responsibilities and tasks
- A person who is attentive to detail, especially with data entry
- Strong practical judgment and problem-solving skills
- A go-getter who is proactive, creative, and ready to make things happen
- An individual who loves to learn new things
- A true team player who thrives on collaboration

### **Ready to apply?**

**Please [email](#) your resume. In your message, tell us why you are interested and qualified for the Volunteer Engagement Specialist position. (Please, no phone calls!) We'd be delighted to consider you. Thank you!**

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### **About English B'Yachad**

English B'Yachad (EBY), the flagship program of Skilled Volunteers for Israel, is a nonprofit organization connecting seasoned volunteer Jewish professionals (mostly retired) with young Ethiopian Israeli adults from underserved communities for online English tutoring. We help our students improve fluency to compete more effectively in the Israeli job market. Since launching in 2020, English B'Yachad has served 778+ Israelis with the support of 500+ dedicated volunteer tutors.