

# Systems Coordinator

Volunteers for Outdoor Colorado  
Dos Chappell Bathhouse - Washington Park Office  
600 S. Marion Parkway, Denver, CO 80209



## About Volunteers for Outdoor Colorado

Volunteers for Outdoor Colorado (VOC) is a leading statewide nonprofit organization dedicated to motivating and enabling people to become active stewards of Colorado's natural resources. Colorado's outdoor resources contribute greatly to our health, happiness and state economy, but they also face ongoing stresses and require care and stewardship to ensure long-term sustainability. Leveraging 41 years of experience in outdoor stewardship volunteerism, we engage 3,500+ volunteers in hands-on stewardship work each year. We also help other groups develop and grow effective volunteer programs to meet Colorado's growing stewardship needs. Finally, we foster statewide, cross-industry collaboration to encourage a unified approach to caring for Colorado.

## Position Overview

The Systems Coordinator will provide full-time administrative, database, outreach processes, and Board of Directors support at Volunteers for Outdoor Colorado, working closely with the Engagement and Outreach Manager to ensure organizational effectiveness and efficiency. This role is responsible for database administrative oversight, including data entry, ensuring data integrity, and running queries.

The position requires an organized, detail-oriented individual with proven multi-tasking, database management, and communication capabilities.

This position is a great opportunity to learn about nonprofit systems in a well-established organization.

## Core Competencies

The following competencies are expected from all staff members at VOC:

- Communication: effective and timely communication, both orally and written
- Teamwork: works well with others, contributes to a positive team environment
- Service: provides exceptional service to customers, partners, volunteers, and donors
- Leadership: demonstrates leadership and decision-making abilities in the organization
- Initiative: assesses and initiates things independently and to help improve the organization
- Accountability: reliable and inspires trust in others
- Equity: commitment to engaging in practices that support inclusion in the organization

## **Responsibilities**

### ***Volunteer Database & CRM Systems Maintenance***

*Work closely with key staff that manage and oversee each database to maintain, update, and improve VOC's databases.*

#### **Volunteer Management System (Galaxy Digital)**

- Assist with data entry and updates to ensure accurate tracking of volunteer and program engagement, and to support effective outreach strategies
- Help maintain clean, consistent data systems by conducting regular reviews and collaborating with VOC staff to ensure proper data entry
- Provide timely updates to contact records, groups, and program details in coordination with staff
- Assist with the upkeep of clean volunteer registration lists

#### **Donor & Customer Relationship Management System (Humanitru)**

- Assist with data entry and ongoing processes for VOC's CRM (Humanitru) such as entry of contacts, relationships, development campaigns, cash gifts and in-kind gifts
- Coordinate grant tracking processes, including translating grant data from spreadsheets into the CRM
- Collaborate with appropriate staff to ensure grant processes are moving forward and grant records are kept up to date
- Support accounts receivable tracking and reconciliation across systems
- Support data clean-up efforts and maintenance of data integrity within CRM
- Assist with the training of staff and troubleshooting of issues

### ***Board of Directors Systems and Communication Support***

- Maintain and systematize shared Board documents, ensuring materials are current, well-organized, and accessible
- Coordinate Board meeting and event scheduling
- Assist with timely communications, including meeting reminders, agendas, and follow-ups
- Attend quarterly Board meetings to provide support for accurate meeting minutes
- Assist with tracking Board involvement, including collecting annual commitment forms, sending informational updates, and producing an annual report of Board involvement
- Provide support for the planning and execution of internal VOC events, such as annual Board Retreat, staff functions, and other organizational events.

### ***Outreach Tracking and Posting Systems***

*Provide administrative support for outreach tracking and coordination.*

- Assist with building outreach lists for specific projects, events, or campaigns
- Support execution of outreach campaigns and maintain organized records of contacts, dates, responses, and follow-up needs
- Identify and maintain lists of priority outreach audiences (e.g., universities, companies, regional businesses, partners)
- Document outreach efforts for specific initiatives or partner collaborations
- Cross-post VOC events, projects, and trainings on relevant public platforms and curated lists

### ***In-Kind Database Tracking and Process***

- Assist with in-kind donation processes, including intake forms, CRM entry, and donor acknowledgements
- Conduct outreach to secure in-kind donations supporting projects, fundraising efforts, volunteer giveaways, and membership incentives
- Ensure in-kind donations are accurately recorded in Humanitru
- Train staff and volunteers on use of in-kind tracking tools and processes
- Organize in-kind donations for Project Staff use on outdoor stewardship projects

### ***Marketing Gear Coordination and Tracking***

- Manage internal systems for tracking staff attire inventory, and coordinate reorder needs annually (or as needed)
- Monitor and resolve issues with VOC's online merchandise platform; update available items as directed by the Director of Marketing and Communications
- Coordinate the ordering process for annual t-shirt contest shirts and maintain associated inventory records, with oversight from the Director of Marketing and Communications
- Keep track of and fulfill name tag requests and the fulfillment process for staff, Board members, volunteer leaders, and Cairn mentors

Attendance at occasional weekday or weekend events may be required.

This job description is not intended to be an exhaustive list of all duties and responsibilities.

## **Qualifications**

### ***EXPERIENCE AND SKILLS***

- Minimum of one year of administrative or office support experience preferred
- Experience using databases or CRM systems strongly preferred
- Proficiency in Microsoft 365 and Google Drive including comfort with data entry, digital file organization, and internal communications
- Experience maintaining or improving organizational systems, workflows, or documentation
- Familiarity with data hygiene best practices and a strong attention to detail
- Experience managing recurring processes or tasks across teams and timelines
- Experience supporting cross-functional teams or collaborating across departments
- Demonstrated ability to communicate effectively and stay organized while coordinating with multiple stakeholders

### ***REQUIRED QUALITIES AND ABILITIES***

- Excellent time management skills with proven ability to meet deadlines and manage multiple priorities independently
- Strong written and verbal communication skills
- Analytical thinker with strong reasoning skills
- Reliable team player who thrives in a fast-paced, collaborative environment
- Strong interpersonal skills

- Interest in or commitment to volunteerism, outdoor stewardship, and/or environmental conservation
- Ability to maintain a high level of confidentiality
- Ability to self-initiate and self-direct workflow
- Qualifying employment background check

**PHYSICAL REQUIREMENTS**

Job duties include those in a general office environment, spent sitting and operating a computer, and other office machinery. Must be able to read, write and communicate fluently in English.

**COMPENSATION**

VOC offers a flexible schedule, including the option to work remotely on certain days. This is a full-time, non-exempt position. The wage range for this position is firm at \$20.50 - \$22.00/hour. VOC offers generous benefits, including 100% employer-paid health and dental insurance, up to a 4% employer match on a 403(b) retirement plan after the first year, paid vacation and sick time, and more.

**To Apply**

Email a cover letter and resume in a single PDF to [jobs@voc.org](mailto:jobs@voc.org) and include "Systems Coordinator" in the subject line. Please include how you learned about the job opening in your cover letter. Preference will be given to applications received by January 12<sup>th</sup>. No phone calls, please.

We are committed to building an organization that celebrates diversity and embodies inclusivity. We encourage and desire applicants from all backgrounds, ethnicities, and walks of life to join our team and help grow a more inclusive outdoor stewardship community that engages all people.